

SANDYFORD HENDERSON MEMORIAL CHURCH



"Looking after each other"

He shielded him and cared for him;

he guarded him as the apple of his eye

SAFEGUARDING POLICIES - 2024



Sandyford Henderson Memorial Church

Ensuring safety in our church

Kirk Sessions are required to conduct Basic Disclosure checks on all individuals (regardless of their employment status) in their congregation in leadership roles and/or positions of trust. A Basic Disclosure check is for roles that **do not** involve regulated work/regulated activity. If the role requires regulated work with children and/or protected adults, then a PVG check is required.

An applicant should apply for a new Basic Disclosure check at the time of recruitment, even if they already have a Basic Disclosure check from a previous employment. A new Basic Disclosure check should be completed every two years.

Safeguarding in Practice:

Safeguarding in Practice has been specifically designed to assist volunteers and paid staff in their day-to-day work with children and protected adults. The guidance is designed to facilitate the development of safe and caring practice.

Code of Conduct for Volunteers and Paid Workers

The Church of Scotland has a deep concern for the wholeness and wellbeing of each individual and seeks to safeguard the welfare of all individuals who come into contact with the Church and its services.

A Church of Scotland worker has a responsibility to create and maintain a safe environment for children and protected adults at all times.

The code of conduct for volunteers and paid workers will aim to set out appropriate and inappropriate conduct for workers to follow to ensure a safe church for all.

The Church's key Safeguarding message is:

If you suspect or witness harm or abuse, or it is reported to you, you must immediately report it to your Safeguarding Coordinator or line manager.

The role of volunteers and paid workers

The Church of Scotland's Safeguarding system seeks to adopt a preventive approach through safe recruitment practices, policies and procedures, training and awareness raising and ensuring good Safeguarding practices: see the Safeguarding Act and the Code of Good Safeguarding Practice (Appendix 1).

Appropriate conduct

As a worker you should:

- Follow your role/job description
- Maintain professional boundaries at all times
- Ensure that, whenever possible, there is more than one adult present during church activities

- Ensure your contact with children and protected adults is appropriate to your role and the church activity
- Create relationships with children, protected adults and other workers that are based on honesty, trust and respect
- Understand that children and protected adults are individuals with their own needs and rights
- Respect differences in gender, culture, race, ethnicity, disability, sexual orientation and religious beliefs
- Create an environment where children and protected adults feel able to share any concerns
- Complete a risk assessment before activities with children, young people, or protected adults are carried out to ensure that every reasonable step has been taken to protect participants from harm
- When unanticipated risks do occur, note on the risk assessment ensuring that any necessary action is taken to reduce or eliminate potential reoccurrence
- Inform a child or protected adult as soon as possible if you need to break confidentiality in order to follow child/adult protection procedures
- Where possible, involve children and protected adults in decisions
- Immediately report Safeguarding concerns
- Attend the relevant Safeguarding training within the timescale in the Safeguarding training pathway
- Follow the Safeguarding policies and procedures in the Safeguarding Handbook which includes the social media guidelines and photography and video guidelines
- Receive and follow the Safeguarding pocket card
- Have knowledge of and report unacceptable behaviour or poor practice as per the whistleblowing policy

Inappropriate conduct

As a worker you should not:

- Undertake regulated work/regulated activity with a workforce that you do not have PVG/DBS clearance through the Church of Scotland to work with
- Develop inappropriate relationships with children or protected adults
- Accept/give money or gifts of monetary value from/to children or protected adults
- Have any sexual contact with children or protected adults

- Share your personal contact details with children or protected adults
- Contact children or protected adults via your personal phone, email address or social media account
- Use inappropriate language
- Make derogatory or sexually suggestive comments
- Bully or intimidate or permit any form of bullying to take place by other children, protected adults or workers
- Act in a threatening or harmful manner
- Act unlawfully
- Smoke, consume alcohol or use illegal substances when working
- Allow concerns of suspected harm or abuse to go unreported
- Arrange social occasions with children or protected adults or invite them to your home outside of organised group occasions (other than with the consent of parent, carers or guardians and where at least one other adult is present)
- Allow unknown adults access to children

Upholding this code of conduct

As a Church of Scotland worker, you must follow this code of conduct.

If you fail to uphold this code of conduct, you may be subject to investigation, a risk assessment and disciplinary procedures.

This may result in your PVG Scheme membership with the Church of Scotland being terminated and a referral made to Disclosure Scotland.

Depending on the seriousness of the situation, we may also make a report to statutory agencies such as the police and/or Social Work Department.

Forms for recruiting Safeguarding Coordinators and volunteers - all these documents are to be found on the Church of Scotland website - Safe Recruitment - <https://www.churchofscotland.org.uk/about-us/safeguarding-service/safe-recruitment>

- [SG01 - The Volunteer Worker Job Description and Declaration](#)
- [SG02 - Application Form for volunteer or paid workers doing regulated work in congregations](#)
- [SG04 Reference Request and Sample Letter](#)
- [SG08 - Volunteer transfer form](#)
- [SG21 Your Responsibilities When You Join The PVG Scheme](#)

Safeguarding forms - <https://www.churchofscotland.org.uk/about-us/safeguarding-service/safeguarding-publications>

All available through the above link.

General Guidance

- [Clarification about the PVG Scheme and regulated work with protected adults](#)
- [Determining PVG Scheme membership](#)

- [Let agreement for non church groups using church premises](#)
- [Safeguarding Complaints Procedure](#)

Safeguarding Forms:

- [PVG Application FAQs](#)
- [PVG Information Request Coversheet](#)
- [Safeguarding Training Evaluation Form](#)
- [SG01 Job Description](#)
- [SG02 Application For Post](#)
- [SG03 Guidance Document](#)
- [SG03 Self Disclosure Form](#)
- [SG03a PVG Information Request Form](#)
- [SG04 Reference Request and Sample Letter](#)
- [SG04b Sample Reference Request Cover Letters](#)
- [SG05 Interview Checklist](#)
- [SG06 Interview questions](#)
- [SG08 Volunteer Transfer Form](#)
- [SG09 Notification of termination of appointment](#)
- [SG13a Safeguarding Reference Request](#)
- [SG14 Request for place on a safeguarding training course](#)
- [SG15 Notification of training event](#)
- [SG16 General information and consent form](#)
- [SG19 Media Consent Form](#)
- [SG20 Risk assessment guidance](#)
- [SG21 Your Responsibilities When You Join The PVG Scheme](#)
- [SG22 Leaver's Form](#)
- [SG23 Basic Disclosure Certificate Undertaking](#)
- [SG24 Trustee Safeguarding Training Register](#)

- [SG25 Basic Disclosure Record](#)
- [SG26 Induction Checklist](#)

General Considerations when appointing a member to a responsible role that requires a PVG certificate -

In Sandyford Church these roles would be in the following activities:

Creche - Regulated work with Children

Sunday School - Regulated work with Children

Drop In Cafe - Regulated work with protected adults

Student Cafe - Regulated work with protected adults

Kids & Parents Primary Club - Regulated work with children

The following procedure should be followed:

1. Recognition of need (new helper/teacher/etc)
2. Discussion with the governing body - Kirk Session and with the Safeguarding Coordinator
3. Approach to possible person(people)
4. Job Description available
5. Application form for the particular post
6. Reference Form
7. General Guidance document
8. Self Disclosure Forms
9. PVG Information request form
10. Specific PVG application forms
11. Safeguarding Coordinator aware all necessary information and necessary forms have been given and completed. Please be aware that this may include a Media Form - [SG19 Media Consent Form](#)
12. It would be beneficial for all possible candidates to undertake some time observing (in situ) what the role they are applying for consists of. This must be under the

13. control of an already qualified person and those wishing to help/teach/etc should NOT be given any responsibility until all the checks and a period of observation has taken place. **They should be supervised at all times!**
14. Once all the necessary information has been gathered, and PVG certification issued then it is hoped a probationary time will be put in place to evaluate the person in the person in the role they hope to undertake.
15. Probationary Periods - these are at the discretion of those already leading the various activities but should for guidance be no less than one month after gaining their acceptance to the PVG Scheme. During this time it is important that those leading are available to guide the new people in their new roles and give appropriate advice and help.

IT IS VERY IMPORTANT THAT ALL STAGES ARE FOLLOWED THROUGH AND DOCUMENTED APPROPRIATELY!

Additional Important Information:

YOUR RIGHTS AND CHOICES

The Church of Scotland respects your right to privacy. It is important that you are able to control your personal data. The following statement provides you with details about your rights under data protection laws.

Individuals have a number of rights under data protection laws, these are as follows:

- The right to be informed – a privacy notice in relation to the purpose of processing will address this
- The right of access, commonly known as subject access request (SAR) – this means you have the right to access and receive copies of personal data held about you
- The right to rectification – this means you have the right for incorrect or incomplete data held about you to be rectified
- The right to erasure, commonly known as the right to be forgotten (RTBF) – this means you can request all data held about you to be deleted
- The right to restrict – this links with some of the other rights and means you can request that the organisation restricts processing your data while the issue is resolved, for example if the data is incorrect and the rectification right is exercised.
- The right to data portability – this means you have the right to request an organisation provide your data in a machine-readable format, e.g. a .csv file and transfer it to another organisation
- The right to object – this means you can object to the processing and the controller has to stop unless it can prove a legitimate lawful purpose for the processing. The right to object is absolute in relation to marketing.
- Automated individual decision-making, including profiling – the Church does not process data in this way.

It's important to note that not all rights are absolute and it depends on the lawful basis for processing as to what rights apply. This will be detailed in the relevant privacy notices

detailed [here](#). You can exercise any of your rights with the Church of Scotland either verbally or in writing to Privacy@churchofscotland.org.uk

DATA PROTECTION

This privacy centre contains all information in relation to data protection laws, how the Church complies with these laws and how data subjects (individuals) can exercise their rights under these laws.

The Church of Scotland is a charity registered in the UK and, as such, we adhere to all data protection laws, including but not limited to the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We are providing you with this information to comply with data protection laws and to ensure that you are fully informed, and we are transparent in how we collect and use your personal data.

The Church processes personal information in the course of its legitimate activities, with appropriate safeguards in place, as a not-for-profit body with a religious aim and on the basis that the processing relates solely to members, former members or people who have regular contact with us, and that this information is not disclosed to any third party without the individual's consent.

The Church also process information where this is necessary for compliance with our legal obligations; where processing is necessary for the purposes of our legitimate interests and such interests are not overridden by individual's interests or fundamental rights and freedoms; where (in relation to the processing of personal data relating to criminal convictions and offences or related security measures in a safeguarding context) the processing meets a condition in Part 1, 2 or 3 of Schedule 1 of the Data Protection Act 2018; where the processing is for reasons of substantial public interest and necessary for the purpose of protecting an individual from neglect or physical, mental or emotional harm; and where you have given consent to the processing of your information for a particular purpose. A privacy notice will be provided at the point of collection of the data, it will also be published on the website for individuals to view at ease.

Please see a copy of the current Media Consent Form below:

Media Consent Form

..... (Congregation) are committed to ensuring church activities follow good practice. This includes collecting information and adherence to safe storage guidelines as outlined in the Good Practice Guidelines for use of photography/video within the Church of Scotland.

A congregation must seek child and parental/carer consent for the use of internet technology. Before communicating using social media applications, taking a photograph, video, audio recording, or using any information about a young person (under the age of 16) or vulnerable adult for the purposes of a Church of Scotland activity, written consent should be obtained from a parent or guardian.

The parent or guardian must be informed of the purposes for which the media (photograph, video, audio recording, etc) and/or information will be used and asked to give their permission. The parent or guardian must be informed of the purpose for communicating, providing resources, activities, groups via social media applications and asked to give their permission. The Church of Scotland Safeguarding Service updated Social Media guidance provides information on when information will be logged/recorded for safeguarding purposes. Some media applications have the ability to record, all meeting hosts must ensure that recording is disabled in all cases. The parent or guardian must also be informed as to whether the media or information will be used for marketing purposes and given the opportunity to “opt out” of this purpose if he/she wishes.

If such material involves those over 16 and/or non-vulnerable adults and will be made publically available (eg from a website), written consent should also be obtained using the template consent form available from the Church of Scotland website: http://www.churchofscotland.org.uk/resources/law_circulars#data_protection).

Consent

I hereby authorise the Congregation of to publish the following media/information about the below named young person/vulnerable adult:

(please tick **all** that apply)

Photographs

Artwork

Videos

Written Material

Voice recordings

Name:

Contact email address and/or telephone number:

.....

For the following purposes:

(please tick **all** that apply)

- For inclusion in the Congregation's publications, whether in print or electronic format
- Within the church premises e.g. notice boards
- For use on the Congregation's website, Facebook page and Twitter page
- For inclusion in any of the Congregation's publicity, presentations, banners or marketing material

Using Internet Technology

I hereby authorise that the church group
can communicate using social media applications with the below named young person/
vulnerable adult:(please relevant tick box)

- Yes No

Name:

Agreement

I can withdraw consent at any time by contacting the Congregation's Safeguarding Coordinator.

I understand any media or information as agreed above and which is published prior to withdrawal of my consent may not be able to be withdrawn.

I understand any media or information as agreed above will not be used in any new material following withdrawal of my consent.

Giving or withdrawing consent will not affect any services that I or my child/charge receive or any future dealings I or my child/charge may have with the Congregation.

Consent forms will be completed annually.

Name (Please **Print**):

Signature:

Date:

Name of Parent, Guardian or Power of Attorney giving permission and relationship with person you represent (Please **Print**):

Name:

Relationship:

Signature:

Date:

Once completed please return this form to the Safeguarding Coordinator

The purpose of the UK Data Protection Act 2018 is to ensure that any personal data an organisation holds about an individual is stored and used in an appropriate way. This congregation, through presbytery, is registered with the Information Commissioner's Office and strives to comply fully with data protection law. The Information Commissioner's website provides in-depth information regarding the requirements of the Data Protection Act: <https://www.ico.org.uk/>

This congregation is committed to protecting privacy and safeguarding personal data. We shall use the information you have provided us with for safeguarding purposes and related matters and will only keep the data for as long as required for that purpose. The full Privacy Notice for our congregation is available on our website. Please ask for details from your Safeguarding Coordinator.

Should you have any questions concerning the use of the information you provide please contact the Safeguarding Coordinator.

It is vitally important that when considering the use of media that involves children and or vulnerable adults these policies are consulted and their advice adhered to in all circumstances.

Sandyford Church has a video and photographic policy that is clearly stated on notices around the church. This policy is also outlined to the congregation at regular intervals (at least four times per year) via intimations during the notices that occur during each service.

Sandyford Henderson Memorial Church

Photographic Media Policy Statement

(regarding use of photographic recording equipment at church events)

Purpose: the aim of this document is to outline the church's policy on use of photographic recording equipment (i.e. cameras, smartphones, etc.) within the jurisdiction of the church building and at external events run by the church.

As part of God's established church we are committed to sharing the love of our saviour Jesus Christ in an open and responsible way, and, as such, must extend a duty of care to all brothers and sisters, particularly those who may be considered more vulnerable members of the congregation: minors (those under 16 years of age), those from other cultures and those who find themselves in vulnerable situations through ill-health or social disadvantage.

We respectfully ask that the following areas of policy are adhered to by all members and visitors:

- **All photography is prohibited during services of worship (Sunday services, weddings, prayer-meetings & thanksgiving services) without prior consent from the presiding church officer (normally the Minister or Session Clerk);**
- **Apart from during services of worship, it is understood that you may wish to take photographic recordings at church events (including before and after services of worship). However, please be aware that:**

it is common courtesy to seek permission from anyone before photographing them;

permission must be sought from at least one parent or guardian of any child (under the age of 16) before taking their photograph;

no digital imagery should be uploaded to the internet without prior permission from all recognisable individuals.

Church sponsored social events: all participants should be aware that photography and video imagery is expected to be taken during social occasions.

Requesting removal of photographic media content: any individual who appears in any photographic media content associated with congregational life may request it be removed regardless of prior permission given, for any reason, by confirming this request in writing to a member of the ministry team.

The church's publication materials: as part of the church's vision for outreach to our community and beyond the church may present images and/or other recordings of worship and congregational life in evangelistic materials (such as the church website and publicity materials in support of our outreach strategy). In line with the above aims, and our awareness of the issues of safety and sensitivity, the church leadership commits not to publish clear representation of any individual(s) without prior notification and seeking the consent of each recognisable person represented.

The church building: please feel free to take photographs of any aspect of the building outwith services of worship (with the exception of displayed art work where copyright resides with the artist) as long as the images do not contravene the elements relating to persons set out above.

The Sandyford Henderson Memorial Church YouTube Channel

<https://youtube.com/@sandyfordchurch>

Please note that all Church Services are recorded and uploaded to the Church's YouTube channel. Usually only those on the front platform of the church will be seen by those accessing this channel. If you are taking part in the service and as such will appear on the front platform and do not wish any video images of yourself to be included in this recording please speak to any member of the ministry team prior to the relevant service taking place.

If you have any queries or questions regarding this policy please do not hesitate to contact any member of the ministry team.

