

LIFE CHURCH

BATH

SAFEGUARDING CHILDREN

ADDITIONAL POLICIES

The legal definition of a child is someone who is under 18 years of age. The terms 'child' and 'children' in this document therefore relate to anyone under the age of 18 years.



The Child Protection Policy is a separate document. This document contains other policies to enable us to keep children at Life Church Bath meetings and activities safe.

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CODE OF CONDUCT

Staff and volunteers must at all time show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of Life Church Bath. This will be achieved by staff and volunteers:

- Understanding our safeguarding policy
- Listening to, and believing children
- Respecting boundaries and privacy of those being cared for
- Knowing how to deal with issues of discipline
- Developing an awareness of disability issues as well as issues of equality and inclusion

The following code of conduct for staff and volunteers aims to help protect children from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

Respect

- Treat children with dignity, respect and fairness, and have proper regard for their interests, rights, safety and welfare
- Listen carefully to what a child is saying
- Value each child for who they are
- Encouraging and praising children wherever possible
- Recognising the unique contribution a child can make

By example

- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged by a child or an adult working with children
- Respect a child's right to privacy
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)

- Seek advice from someone with greater experience when necessary. This may be your team leader for that morning, the Youth Pastor or Children's Pastor

One to one contact

- Work in an open environment and avoid private or unobserved situations. Stay in the same room whenever possible.
- Let another team member know if you have to talk in a more private setting with a child, wherever possible staying within hailing distance
- In a 1:1 mentoring style relationship please follow the specific guidelines for this

Physical Contact

Staff and volunteers should never

- Engage in sexually provocative or rough, physical games, including horseplay
- Do something of a personal nature for a child that they can do for themselves
- Allow or engage in inappropriate touching of any kind. See our policy on touch

General

Staff and volunteers will

- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Not make inappropriate promises particularly in relation to confidentiality

Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Breaching our policy on uploading photos onto private social media pages
- Not allowing a Team Leader to see 1:1 messages, whether text, via an app or email
- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances whilst 'on duty'

- Working whilst under the influence of any drug or substance which adversely affects your performance. This not only applies to alcohol and illegal drugs but also some prescription drugs
- Favouritism/exclusion – all children should be equally supported and encouraged

Breaching the Code of Conduct

If a member of staff or a volunteer behaves inappropriately, they will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding coordinator as appropriate).

Depending on the seriousness of the situation, you may be asked to leave Life Church Bath.

We may also need to make a referral to statutory agencies such as the police and/or the local authority children's social care departments or DBS.

In less serious situations a 1:1 meeting with the Children's / Youth Pastor and the safeguarding co-ordinator will take place, along with the possible suspension of the worker with the implementation of further training will be implemented.

If you become aware of a breach of this code, you should escalate your concerns to the safeguarding co-ordinator.

GOOD PRACTISE GUIDELINES

- Generally speaking, no team member should be left alone with an individual child except for emergency situations.
- In a discussion or conversation where privacy and confidentiality are important, make sure that the team leader, or another team member, knows that the interview is taking place, and knows where and with whom. Another adult should ideally be present or within hailing distance. If the adult is not of the same sex as the child, an adult of that sex should always be present.
- Any team member who has not successfully completed a 3-month probationary period, should not be left alone with a child / children at any time and must not be involved in toileting children
- All activities should always be arranged to take place with groups of children and with a minimum of two adults, preferably male and female, within the following ratio guidelines, based on recommendations by Thirtyone:eight

- 0 – 2 years 1 adult to 3 children
 - 2 – 3 years 1 adult to 4 children
 - 3 – 8 years 1 adult to 8 children
 - 8 – 18 years 1 adult to 10 children
- Mentoring, 1:1 pastoring youth and 'Youth Connect' is the only activity where it is permitted for one adult to work with one child. Please see our specific policy on this on page 13
 - Written permission must be obtained from parents before children are permitted on outings or activities away from the Forum
 - In the case of any activity additional to the current regular activities, parents must be given full details of the arrangements and intended activities well in advance
 - The Children's or Youth Pastor should be informed of any child who behaves in a physically aggressive or verbally abusive manner.
 - Toileting must not be undertaken by one person but must be a shared responsibility amongst team members
 - All children should be treated with dignity and respect
 - No physical punishment should be used
 - Reasonable restraint of a child may **ONLY** be used by a worker when necessary to protect the child, themselves, or others, from harm, or to prevent damage to property
 - Sleeping arrangements for overnight activities must allow male and female children separate accommodation and adequate privacy, and that workers do not share any sleeping accommodation with them
 - Where any team member's actions, or words give cause for concern, the Children's Pastor or Youth Pastor should be informed. No action should be taken prior to proper discussion with the safeguarding co-ordinator.

GUIDELINES FOR PRAYING WITH CHILDREN AND YOUNG PEOPLE

Some of the main ingredients that underpin any effective ministry to children and young people, including prayer, are:

- acceptance

- respect
- non-judgemental listening
- sensitivity
- discernment
- patience

In applying these values in the area of prayer, not only will you build trust and respect, but you will also be providing a good 'prayer' model so that children and young people can learn how to pray for others in a sensitive and responsible way.

Although it may seem obvious, it is important parents/carers are aware that prayer is an integral part of church life (particularly if they don't attend church themselves), and that on occasions you may pray with their child either corporately, or individually at the child's request.

In the unlikely event of a parent/carer requesting that their child does not participate in individual prayer, this must be respected.

Praying

Prior to praying, always make sure you have the child's permission, and always pray in an open area where other leaders, and/or children are around. If there is a general invitation to come forward for prayer either in a children's / youth meeting or in the wider church meeting, then it will be helpful to have children's workers available to pray with the children/young people rather than relying on other leaders who may be used to dealing with adults. These people should be easily identifiable as a member of the Life Kids Team or Found Youth Team. Only those authorised by the church leadership should be involved in this ministry.

Ask the child what they are requesting prayer for and remember to listen to their reply. Speak quietly and calmly, never shout or raise your voice. Don't laugh at or dismiss out of hand if they want to pray for something you consider trite or irrelevant (e.g. my cat's poorly). If they do not have specific needs or requests, then simply ask God to bless them. Having said this, a child or young person may want prayer for a specific reason e.g. following a talk on David and Goliath, they may want prayer for 'giants' they feel they may have in their own lives.

Those praying with children and young people should always be alert to safeguarding children issues and other concerns such as bullying. In these circumstances do not forget about or delay taking appropriate action because you are caught up with praying.

If you have prayed about a specific issue it *may* be helpful to write it down afterwards and give it to the child so that they can let their parents/carers know and remember it themselves.

If a child/young person becomes distressed, stop praying. Stay calm and gently ask them what has caused the distress and talk to another leader if appropriate. Before continuing to pray, consider with whom they might feel more comfortable. Are there any gender issues? If unsure or the child/young person remains distressed do not continue praying but stay with them until they are calm, offering them reassurance and complete acceptance. It may be appropriate to then talk to the child's parents/carers, assuming you have no child protection concerns.

Practicalities

When it comes to praying, consider your body language, particularly in relation to things like your height and the height of the child/young person. Try to ensure you are on their level rather than towering over them perhaps by both of you sitting down; but do avoid crowding.

Refrain from placing your hands on a child/young person's head or shoulder without asking the child if it is OK to do so as they may find this frightening or threatening. If you think they may appreciate something like an arm round a shoulder or their hand being held always ask them if this is what they would like *before* doing it.

When using oil on the forehead when praying for healing bear in mind that a child/young person may be uncomfortable with this, so it is important to take care with this: explain what you are going to do and only go ahead with the child's and maybe also the parents' agreement.

Remember also that a child/young person may not, for example, understand the use of tongues and it is important therefore not to do anything that may cause confusion or distress. You can explain that you are going to use a special prayer language but that you will also pray in English so that they understand you.

Language

Use clear uncomplicated language. Reflect back what the child has said to you, to show you have understood their prayer request. If a child says they are feeling tired, you could reply "let us pray for you as you are feeling tired" not "I think you are depressed, let's pray about that". Keep the prayers simple and short so you can then be confident your prayers have been understood.

Giving Advice

Avoid giving specific advice about problems involving decisions. A child or young person could be very susceptible to suggestion, particularly if they are distressed. Be careful what you say even if you believe you have heard from God about their situation. It would be far wiser to pray

this through on your own or with another leader. Never advise a child/young person to stop taking medication or cease seeing professionals involved in their care or welfare.

Confidentiality

Never promise total confidentiality. Should a child/young person wish to disclose to you within a prayer ministry context, a situation such as abuse, you have a duty to pass this on to the Safeguarding Co-ordinator. You may need to gently give clear boundaries but reassure the child that if you share anything about their situation with someone else it will be on a 'need to know' basis only and you will make sure they are supported and cared for.

Deliverance

When consideration is being given to pray for anyone in the area most commonly known as deliverance, they should always be referred to those within the church authorised in this area of ministry who have recognised expertise and experience. Where this type of praying is being considered for a child or young person, we would ask you consider the following notes of caution:

- Victoria Climbié was a vulnerable little girl who was being horribly abused by her 'so-called' carers, sustaining over 100 injuries to her body from which she eventually died. An Inquiry into her death found that her 'carers' managed to convince the pastor that she was possessed by demons and she was severely traumatised by 'deliverance' prayer sessions held at the church. Tragically Victoria came to believe she was demonised, evil and wicked.
- Children are easily frightened and very susceptible to suggestion. They may also be upset by shouting and will easily believe they are bad, wicked etc. A child should *never* be told they are demonised/possessed/oppressed.
- It is important not to miss psychological or physiological factors e.g. behavioural issues, learning difficulties, mental health problems, copied or unconventional behaviours. These may well be the cause of a child's difficulties and should be handled with care.

GUIDELINES ON TOUCH

As adults many of us in the church setting are used to hugs or having hands laid on us when being prayed for. However, many children are not used to being hugged, or even touched, by non-family members. This is even more noticeable in the case of unchurched children. In addition, we must also remember that for the child, churched or unchurched, who has suffered physical or sexual abuse that any touch could be unwelcome and make the child feel very uncomfortable or even frightened.

The following are guidelines on touching children and young people

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors
- Touch should be related to the child's needs, not the worker's
- Touch should be age-appropriate and generally initiated by the child rather than the worker
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child
- Children are entitled to privacy to ensure personal dignity
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary
- Team members should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything which could be misunderstood or misconstrued
- Concerns about abuse should always be reported
- When praying for a child or young person only put your hand lightly on the child's head or shoulder. Ask permission before doing so (for example – is it alright if I put my hand on your shoulder / your head) Do not put your hand on a child's stomach or any other part of their torso or above knees or elbows or below shoulders
- Staff and volunteers should never engage in sexually provocative or rough physical games, including horseplay

COMMUNICATION WITH CHILDREN AND YOUTH VIA WHAT'S APP, MESSENGER, FACEBOOK OR OTHER ELECTONIC MEANS

The main routes of communication with children will be:

- Verbally in a meeting
- By eshot and other communication to their parents

Life Kids

The above routes will be the **only** routes for Life Kids, unless a phone conversation is approved by a parent or legal guardian, (the exception being when initiated by the child. In this situation, a written report must be made as soon as possible after the conversation and given to the Safeguarding Coordinator).

Found Youth

We recognise that many children in Found Youth have their own mobile phone, are on social media and use apps such as WhatsApp.

Wherever possible all communication with Found Youth should take place in a group chat, or other open setting and not on a personal Facebook, or other social media site, page or app.

1:1 Messaging

However, we recognise that on occasions, there will be communication 1:1 via texting or an app, perhaps to arrange a time and place for a member of youth to connect with someone on team, for instance in a mentoring situation.

All communication thus initiated by a member of the Youth team must take place between 8am and 9pm. Communication after 9pm may only take place when initiated by a member of the youth and when it is time sensitive, or the young person is in danger. If a member of the youth contacts you after 9pm and the message can wait, please do not reply until the following day.

What Can and Can't Be Sent

Sending kisses by using an 'x' or an emoji may not be used. Other emojis that cannot be misinterpreted may be use but always think before you send.

Personal photos may not be exchanged, but of photo of something like a book that you recommend they read is fine.

Accountability

All team members must be ready to show the Youth Pastor and / or the Safeguarding Co-ordinator the content of any WhatsApp / messages whether sent in a group setting or 1:1.

Consent

Consent to communicate in the above way is sought from the young person, and their parent / legal guardian via the Youth Consent Form.

Questions Team Members to Ask Yourself Before Sending A Message To Youth 1:1

1. What's the time? Members of Found Youth must only initiate a conversation between 8am and 9pm
2. Is this the safest way to communicate with this young person at this time? Safest for you, safest for the young person, safest for the ministry.
3. Is it the most appropriate way?
4. Have I written anything that could be misconstrued by the young person, their parent, the Youth Leader or the Safeguarding Co-Ordinator?
5. If I have used emoji's – are they appropriate?
6. I have not sent photos

CHILDREN'S OR YOUTH MEETINGS THAT TAKE PLACE IN A PRIVATE HOME

- Wherever possible the home of a person with an Enhanced DBS will be used.
- The safeguarding co-ordinator will be asked if a certain home is suitable before the youth / children's team use that home.
- Unless it is someone with a 'home-based' DBS, the home will not be used more than twice in a twelve-month period.
- Parents will be notified where the event is taking place (the address), the time of the event, who the homeowners are.
- Clear guidelines for the youth at the event will be drawn up – such as: they can only be in the lounge and kitchen of the house and use the downstairs toilet. Parents and youth will be notified of these guidelines.
- The youth team are the ones responsible for the youth at the event and will supervise the youth and the interaction of adults with the youth when those adults are not part of the youth team.
- The homeowners when not part of the youth or children's team will not be counted in the adult:child ratio.

The guidelines above do not apply to a 1:1 situation between a Mentor and Mentoree. In that situation please refer to that guidance.

MENTORING / PASTORING YOUTH IN A 1:1 SCENARIO

In a mentoring situation it is acceptable for there to be one adult: one youth. Only members of the Found Youth Team who have an Enhanced DBS done by Life Church Bath may mentor members of Found Youth 1:1.

The mentor and mentoree must be the same sex. The meeting must take place in a public venue, such as a coffee shop. It can take place in the young person's home if the parent or legal guardian is present in the house, albeit not in the same room.

What is Mentoring?

The goal of the mentoring programme is to provide a point of connection for the young person whilst physical meeting is limited. In addition it is hoped that the programme will improve the well-being of the young person by providing a [role model](#) that can support the child spiritually, socially and/or personally.

The Youth Pastor

Written permission from a parent or legal guardian must be obtained before a mentoring relationship is commenced for any youth who has not reached their 18th birthday. This can be via email.

The Youth Pastor must know and keep a record of each member of Found Youth who is being mentored and by which member of the Found Youth Team.

The Youth Pastor will regularly connect with Mentors to support them and develop them in this role.

The Mentor

Written permission from a parent or legal guardian must be obtained before a mentoring relationship is commenced for any youth who has not reached their 18th birthday. This may be done by the Youth Leader or a member of the youth team. It is the responsibility of the Mentor to know that written permission is in place before meeting with a member of Found Youth.

Once the agreement is in place, it is hoped that the mentor will connect with the Mentoree direct and not through the parents. The consent form will inform the way the Mentoree is contacted.

A record of the meetings must be kept by the Mentor; date, time and venue of meeting. A brief record of what happened at the meeting, and any action points must also be made. The records must be available for inspection by the Youth Pastor and the Safeguarding Co-ordinator at any time and returned to the office at the end of the academic year for filing.

The Mentoree

The Mentoree has the right to a degree of privacy in the relationship so that trust can develop. However, the Mentor may need to include the Youth Pastor or the Safeguarding Co-ordinator or perhaps the parents if the Mentoree discloses something that needs escalating. The Mentor must never promise confidentiality.

The Parent

The parent or legal guardian will be given the name of the Mentor, their contact details and expected frequency and location of meetings.

The consent form will inform how their child is contacted, wherever possible this will be direct contact between the Mentor and the Mentoree.

The conversations that take place between and Mentor and Mentoree will not be divulged to a parent without prior agreement of the young person.

TAKING PHOTOS OF CHILDREN AND YOUTH

From time to time we may wish to take photos of the children / young people and the activities they are involved in. This may be for the use in printed material, in a slide presentation or occasionally on the web. Photos of groups of children will generally be used for this purpose.

If we wish to use a photo of a single child / young person, written permission will be obtained from their parent /carer and from the child themselves if the child is 11 or older.

No child / young person will be identifiable by means of name and / or address either in printed publications or on the web. All parents have the right to request that their child does not appear in any photo – including a group photo as indicated on registration forms.

If a young person is looked after (in foster care) or adopted, a conversation should be held with their carers regarding the use of photographs or videos.

Photos and Social Media

It is unacceptable for those on team to post pictures of a youth or children's event on personal Facebook pages or other social network sites. However, group photos may be posted on a closed group to which only members of your group have access.

You must not post photos of an individual child and photos must not be open to ridicule or of an embarrassing nature.

Team members must not tag the young people in a photo.

Individual children are allowed to post photos on their own Facebook page or other social network sites and are free to tag.

USE OF ZOOM

Parents will be notified of the programme for youth for the upcoming month and will be aware of when Zoom calls are taking place

Zoom call details will be communicated to youth (or if no personal contact details to their parents), by email, or other suitable electronic means

Two Found Youth team members will be present at each Zoom meeting and will both have joined the meeting before youth are allowed entry. Both Found Youth team members will be the last to leave the meeting

The Found Youth team members will let people into the meeting and verify the identity of each participant

All participants should display their full name (and not the name of a parent, other zoom account holder or a nick name)

All participants will be fully dressed

Youth and team should be in a private room where the meeting may not be overheard by other family members, friends or the public. This is to create a safe space for all youth to share freely

A register of attendees, youth and team leaders present, will be kept as for all youth meetings

No-one is permitted to record, screenshot or digitally save the Zoom session

Concerns regarding a young person, or a team member, will be reported as soon as possible to the Safeguarding Coordinator in accordance to the Child Protection Policy

TRANSPORTING CHILDREN AND YOUNG PEOPLE

These guidelines apply to all drivers involved in the transportation of children and young people, organised by or on behalf of church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

- Only those who have gone through our recruitment procedures for workers should transport children.
- All drivers should have read the child protection policy and agree to abide by it.

- Parental consent should be given, and all journeys should be carried out with the knowledge of the Children's or Youth Leader (as appropriate)
- The driver should hold a full driving licence, have adequate insurance and the vehicle should be road worthy.
- It is reasonable to expect that the driver may be alone with a child for short periods e.g. dropping off the last child. Consideration could be given to dropping off the least vulnerable child last and plan routes accordingly. Two workers in a car does not in itself guarantee protection for a child - there have been incidents where workers have acted abusively together and in this situation a child could be less protected.
- Drivers should not spend unnecessary time alone in a car with a child. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then but arrange to meet the child / young person at a location where there are other adults around. (Remember a child / young person may want to talk to the driver about an abusive situation).
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child e.g. where there has been a disagreement or where a child / young person has a 'crush' on a driver.
- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not the church or organisation.
- All children carried as passengers in cars are subject to the following rules:
 - Children under three years of age must have the correct child restraint.
(Exceptions: taxis and private hire vehicles)
 - All children between the ages of three and before they have reached twelve years of age, unless the child is over 135 cms in height, must use the correct

child restraint. (Exceptions: where a child travels in a taxi, or private hire vehicle, over a short distance in an unexpected necessity, where two child restraints are already fitted preventing a third from being fitted.)

Children over 135 cms in height or aged 12 or 13 must wear adult seat belts if fitted.

Passengers over 14 years of age must wear adult seat belts where fitted (it is the passenger's responsibility and not the drivers for ensuring this).

Specific guidelines when using a minibus

- When using a minibus, ensure there is at least one other adult in the vehicle with consideration to the suggested adult : child ratio for the age of the children / young\people being transported.
- Only minibuses with fitted seatbelts are to be used.
- Be aware of the Minibus (Condition of Fitness Equipment and Use) Regulations 1977 and Road Vehicle (Construction and Use) Regulations 1996
- Any motor vehicle adapted to carry more than eight passengers for hire or reward is regarded in law as a Public Service Vehicle (PSV). A small bus permit is therefore required for all mini buses used to carry between 6 and 16 passengers. All minibuses used to transport children should therefore have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence.

RECORD KEEPING

As is well known it can be many years before incidents of abuse come to light. As such the following policy was drawn up and implemented from September 2007.

- We will retain all documents relating to those people working with 0 – 18s, whether paid or unpaid, employees or voluntary workers, current or past members of Life Church Bath, indefinitely. This will include volunteer application forms; voluntary disclosure forms; references; all disclosure numbers and dates.

- Team Rotas will be kept indefinitely. Team leaders will be responsible for recording who served on each week and for noting any changes to the rota
- Registers of children / young people will be taken at each event and kept indefinitely. Registers must have the full date, including year, and the full name of children and team attending
- A record of what took place at any meeting or event will be kept indefinitely
- A record of any allegation against a worker, whether substantiated or not, will be kept indefinitely
- We will keep medical forms and permission slips relating to an activity for a minimum period of 10 years.

HANDLING OF DISCLOSURE INFORMATION

Storage and access

Disclosure information will not be kept on an applicant's personal file. It will be stored separately in a secure, lockable, non-portable cabinet, 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. A record will be kept of all those to whom Disclosures or Disclosure information has been revealed, if other than a Recruiter for Life Church Bath / Bath Christian Trust or the Youth & Children's Leaders, as it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information will only be 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) decision has been made, Disclosure information will not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very

exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation will be made with thirtyone:eight , our registered/umbrella body and/or the DBS/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access still apply in these circumstances.

Disposal

Once the retention period has lapsed, Disclosure information will be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack). No copies of the Disclosure information will be kept, in any form. However, a record will be kept of the date of the issue of a disclosure and the unique reference number of the disclosure.