SAFEGUARDING POLICY

Policy:	Safeguarding
Approved By:	Board of Directors/Trustees
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Policy Holder:	IBTC

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Section 1 - IBTC details

Principal: Eliana Whyte,
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Email: eliana@ibti.org.uk

Safeguarding coordinator: Davide Lentini
Contact telephone: 01444460106
Email: davide.lentini@ibti.org.uk

Deputy safeguarding coordinator: Joy Dawes
Contact telephone: 01444 233173
Email: office@ibti.org.uk

Charity number: 1173899

Company number: 10716786

Regulators: ASIC and NCFE

Insurance company: AVIVA Insurance

The following is a brief description of International Bible Training College and the type of activities we undertake which bring us into contact with children and adults who have care and support needs:

a) IBTC is a residential Bible college, training students over the age of 18 from the UK and abroad.
b) The students live on site during term time.
c) The students attend local churches and they may be involved in activities with children and adults who have care and support needs.
d) The students are involved in outreach activities with churches connected to IBTC and on the streets in the UK and Europe.
e) All volunteer workers who live on site have individual or family accommodation. This can include those who have children although at present.

Out of term activities at IBTC:

f) IBTC holds an annual residential youth camp with young people some of whom are under 18.
g) Churches, charities and other groups can use the facilities and there may be children and adults with care and support needs in these groups.

Our Commitment

The college recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. 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, sex, language, religion, political or other opinion, national or social origin, property, birth or other status". We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child." The college leadership has adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The guidelines and procedures are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and students and will regularly review the operational guidelines attached.
- support the safeguarding coordinator in their work and in any that they may need action they may need to take in order to protect children and adults with care and support needs.
- the leadership agrees not to allow the document to be copied by other organisations.

Section 2 - Prevention

Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse 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 in a trusted relationship with the child or adult.

In order to safeguard those in our organisation we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

> *1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
>
> *2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also with regard to adults the UN Universal Declaration of Human Rights states, with particular reference to Article 5:

> *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.
See Appendices 1, 2 & 3

Safer recruitment

The leadership will ensure all voluntary workers and students will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring the following:

Voluntary workers

- There is a written task description / person specification for the post
- Those applying have completed an application form and a self-declaration form. ***See Appendices 4 & 5***
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with code of practice requirements concerning the fair treatment of applicants and the handling of information)
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Students

- The student application process will include references and a self-declaration form. **See *Appendix 6***
- All voluntary workers must agree to and sign a copy of the safeguarding code of conduct. **See *Appendix 7***

Safeguarding training

The leadership is committed to on-going safeguarding training and development opportunities for all voluntary workers and students, developing a culture of awareness of safeguarding issues to help protect everyone. All our voluntary workers and students will receive appropriate induction training and undertake recognised safeguarding training on a regular basis or when activities dictate this.

The leadership will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Code of conduct
As a leadership we are committed to supporting all voluntary workers and students and ensuring they receive support and supervision. All voluntary workers and students have been issued with a code of conduct towards children, young people and adults with care and support needs.
See Appendix 7

Section 3 - Practice guidelines

As a FE college with activities which bring us into contact with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers and students to be involved in activities safely, develop good relationships and minimise the risk of false or unfounded accusation.
As well as a general safeguarding policy and code of conduct for students and voluntary workers we also have specific good practice guidelines for every activity we are involved in and which are in the appendices.

- Student placements – see Section 1 a) and ***Appendix 8***
- Student outreaches – see Section 1 d) and ***Appendix 9***
- Christlike youth camp – see Section 1 g) and ***Appendix 10***

Section 4 - Responding to allegations of abuse

Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. They must follow procedures as below:

Documenting a concern: (For more detailed procedures and flowchart ***see Appendix 11***)

The student or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

  Name: Davide Lentini (hereafter the "safeguarding coordinator")
  Tel: 01444 233173
  Email: safeguarding@ibti.org.uk
  The above is nominated by the leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the safeguarding coordinator or, if the suspicions in any way involve the safeguarding coordinator, then the report should be made to:

  Name: Joy Dawes (hereafter the "deputy safeguarding co-ordinator")
  Tel: 01444 233173
  Email: policies.data@ibti.org.uk

- If the suspicions implicate both the safeguarding coordinator and the deputy, then the report should be made in the first instance to:
  thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.
  Tel: 0303 003 1111.
  Alternatively contact social services or the police.

- The safeguarding coordinator should ring the thirtyone:eight helpline for advice regarding which social services should be contacted.
- If necessary, contact social services in the area the child or adult lives.
- The safeguarding coordinator may need to inform others depending on the circumstances and/or nature of the concern e.g.
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
- Suspicions must not be discussed with anyone other than those nominated above and the IBTC principal. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the safeguarding coordinator, the absence of the safeguarding coordinator or deputy should not delay taking advice from thirtyone:eight or referral to social services or police.
- The leadership will support the safeguarding coordinator/deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of IBTC will use this procedure. If, however, the individual with the concern feels that the Safeguarding coordinator/deputy has not responded appropriately, or where they have a disagreement with the safeguarding coordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding coordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a child:

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the safeguarding coordinator/deputy will:

- Contact thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted children's social services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to children's social services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the safeguarding coordinator/deputy will:

- Contact thirtyone:eight. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight who will advise who to contact. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection:

Suspicions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse

If there is concern about any of the above, the safeguarding coordinator/deputy will:

- Contact thirtyone:eight for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the emergency services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the safeguarding coordinator will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with children/young people:

If an accusation is made against a volunteer or student, and if the situation occurs in the UK, whilst following the procedure outlined above, the safeguarding coordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with children's social services in regards to the suspension of the worker if the situation occurs in the UK
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

If an accusation is made against a volunteer or student, and if the situation occurs outside the UK, advice will be sought from thirtyone:eight or local advisors in the country.

Allegations of abuse against a person who works with adults with care and support needs:

If an accusation is made against a volunteer or student, and if the situation occurs in the UK, whilst following the procedures outlined above, the safeguarding coordinator will:

- Liaise with Adult Social Services in regards to the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon adult services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses to take no further action and they have the capacity to communicate their decision. However, this is a decision for adult services to decide not the college.

If an accusation is made against a volunteer or student, and if the situation occurs outside the UK, advice will be sought from thirtyone:eight or local advisors in the country.

Section 5 – Pastoral care

The leadership is committed to working with statutory agencies as appropriate while also providing pastoral care to all those that may have been affected by abuse and are part of the IBTC.
The lead person for this will be the principal and/or the student welfare manager who will present the affected person with options for the support they need depending on the circumstances.
The college will also have a supply of leaflets with useful information regarding caring for those who have been abused.

In regard to the alleged abuser the IBTC disciplinary policy and procedure regarding safeguarding issue will be implemented.

See Appendix 12 Disciplinary statement and Appendix 13 Disciplinary procedure

These safeguarding guidelines and procedure were agreed by the leadership.

Signed: IBTC Principal, _____ Date: 28.04.2026
Signed: IBTC Director, _____ Date: 28.04.2026
Signed: IBTC Trustee,_____ Date: 28.04.2026

APPENDIX 1 - Definitions of abuse

Definitions of abuse of 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 for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Spiritual abuse: Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Sexual abuse: Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities 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 of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis 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.

Definitions of abuse of adults

Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence – including psychological, physical, sexual, financial and emotional abuse.

Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Spiritual abuse: Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements.

Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

APPENDIX 2 - Signs of possible abuse

Signs of possible abuse (children & young people)

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, rough games, etc
- 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 etc which do not have an accidental explanation
- Cuts/scratches/substance abuse

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
- Eating disorders - anorexia, bulimia

Emotional

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy.
- Depression, aggression, extreme anxiety.
- Nervousness, 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/lying

Neglect

- We are aware that neglect is a form of abuse but in our present situation we do not have the long-term contact with children which would allow identification of this.

Signs of possible abuse in adults

Physical abuse

- History of unexplained falls, fractures, bruises, burns, minor injuries.
- Signs of under or over use of medication and/or 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 &/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
- Coercive, controlling and/or threatening relationship including psychological, physical, sexual, financial and emotional abuse.
- Age range extended to 16 yrs[1].

Sexual abuse

- 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

- Alteration in psychological state e.g. withdrawn, agitated, anxious, 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

- We are aware of the dangers of financial and material abuse but our students and staff are not in situations to observe this in others outside our college environment and they are also protected from this personally while they are with us.

Discriminatory abuse

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance 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

- Low self-esteem
- Withdrawn
- Anger
- Person puts themselves down in terms of their gender or sexuality

[1] Those between 16 and 18 who are in a long term/permanent relationship including those who are not physically living at the same address.

- 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, acts of omission and self-neglect

- We are aware that neglect is a form of abuse but in our present situation we do not have the long-term contact with adults which would allow identification of this except for our own students and volunteers who are cared for holistically by the college.

APPENDIX 3 - Spiritual abuse

As a college with a strong emphasis on the spiritual aspect of the life of our students and volunteers we take seriously the implications of spiritual abuse.

We understand the influence someone in a position of spiritual leadership can have in regard to persuading or enforcing decisions in others when the stance taken is that 'this is the will of God', 'this will affect your spiritual growth' or similar situations. This can have a detrimental and negative effect especially when the other person is not fully in agreement with the leader, when they are being educated by, or under the authority of the leader and consequentially don't feel they are in a position to challenge them.
Spiritual abuse can also take place between peers when one person negatively controls or influences the other claiming spiritual superiority.
We understand the long and short term effect this can have on someone and expect our staff and students to avoid all situations which could lead to spiritual abuse in any form including:

- misuse of scripture in order to manipulate
- claims of divine authority
- enforced accountability
- pressure to conform which crosses boundaries of reasonable behaviour for life in a residential college

Spiritual abuse ultimately harms how a person relates to God and to others around them and this is the complete opposite of the purpose of this college

Definitions of spiritual abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing someone into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's or more seriously, God's, acceptance and approval.

Signs and symptoms of spiritual abuse

Relationships with an imbalance of power or with intimidation
Inappropriate healing or deliverance ministry
Misuse of authority
Extreme pastoral interference and control
Relationships with an excessive amount of secrecy and exclusion
Relationships which are based on, or affected by, an exchange of favours or obligations

APPENDIX 4 - Self-Declaration form (Enhanced Disclosure)

Self-declaration Form for an IBTC voluntary worker or a Christlike youth camp volunteer (In regard to youth Camp volunteers – those who reside in the UK e.g. current students)

Name of applicant: ……

Address:

……
……
……

Date of Birth: ……

Role applied for: Click here to enter text.

As a volunteer at the IBTC or Christlike youth camp, we require you to complete this form before we can proceed with your application.

STRICTLY CONFIDENTIAL

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 and all amendments made on or before May 25th, 2018 and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

All applicants that require an Enhanced Disclosure are asked to complete and return this signed form (via post) to Safe-guarding Co-Ordinator manager to the address at the top of this form or signed and scanned to safeguarding@ibti.org.uk

Appointment applied for: ……

CONVICTION HISTORY

If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then please select 'No' below. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that is now spent according to DBS filtering rules*, then please select 'No' below.

If you have an unspent criminal offence, caution, reprimand or warning (according to DBS filtering rules*),
please select 'Yes' below.

For exceptions to this legislation or for more information please refer to the Rehabilitation of Offenders Act 1974** and the DBS filtering guidance*.

- Having read the above, do you have any unspent convictions; or are you at present the subject of a criminal investigation/pending prosecution?

(please tick) **Yes** ☐ **No** ☐

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s) Continue on a separate sheet if necessary.

……
……
……
……

For notes marked with an asterisk, please see links below

1. If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children or young people? Please include any disciplinary action taken by an employer in relation to your behaviour with children or young people (as applicable).

(please tick) **Yes** ☐ **No** ☐

If yes, please give details.

……
……
……
……

2. If the role is with adults at risk/care and support needs has there ever been any cause for concern regarding your conduct with adults? Please include any disciplinary action taken by an employer in relation to your behaviour with children or young people.

(please tick) **Yes** ☐ **No** ☐

DECLARATION

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

I (full name) Click here to enter text.

of (address) Click here to enter text.

consent to a criminal record check if appointed to the position for which I have applied. I am aware that

details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within IBTC responsible for processing disclosure applications if I am convicted of an offence after I take up any post within IBTC. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

I agree to inform the person within IBTC responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate suspension of my work with children or vulnerable adults and/or the termination of my employment.

Signed: ..... Date: .....

As you are applying for work with children and/or adults at risk in a position which falls within the scope of regulated activity please confirm that you are not barred from working with children/vulnerable adults.
I confirm that I am not barred from working with children /adults at risk.

Signed: ..... Date: .....

NB: Those applying for work with children and/or vulnerable adults in positions which fall outside the scope of regulated activity should not complete the declaration above.

* https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates

http://www.ccpas.co.uk/Documents/QRGDBSFiltering.pdf

**https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216089/rehabilitation-offenders.pdf

LEGALESE – ATTACHED NOTES

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy. As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service (DBS) (England & Wales).
As the position is exempted under the Rehabilitation of Offenders Act this check will reveal details of cautions, reprimands or final warnings, as well as formal convictions not subject to DBS filtering rules. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Orders as applicable within the UK), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act with the exception of those that are subject to the DBS filtering rules. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children or vulnerable adults within the church/organisation.
This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS Service Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As a place of worship/organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and Young People

Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check. The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check. DBS Eligibility from: https://www.gov.uk/government/publications/dbs-check-eligible-positions- guidance

APPENDIX 5 - Self-declaration form (Non-British police check)

Self-declaration form for a Non-British Christlike youth camp volunteer

Name of applicant: .....

Address:

.....
.....

Date of Birth:.....

Role applied for:
.....

As a volunteer at the IBTC Youth Camp – Christlike, we require you to complete this form before we can proceed with your application.
If you are not British and are unfamiliar with this please understand it is standard procedure for all those who may be involved in any way with children (under 18s) and vulnerable adults in the fulfilment of their role.

Any information disclosed on this form will remain completely confidential and only be seen by the safeguarding coordinator and the Christlike senior leader if necessary. Please return this form to safeguarding@ibti.org.uk

Declaration

I (full name) .....

Signed: ..... **Date**.....

- consent to a criminal record check or will provide a relevant police check from my own country[2] before being accepted as a camp volunteer

[2] https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

- am aware that details of pending prosecutions, previous convictions or cautions against me may be disclosed

Questions

Please complete the following

- Have you ever been convicted of a criminal offence, received a caution, a reprimand or warning? **Yes** ☐ **No** ☐ (please tick)
- Do you have any unspent criminal offences, cautions, reprimands or warnings? **Yes** ☐ **No** ☐ (please tick)
- Are you at present the subject of a criminal investigation/pending prosecution? **Yes** ☐ **No** ☐ (please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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For more information on British Law please see below

1. If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people? **Yes** ☐ **No** ☐ (please tick)

If yes, please give details.

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2. If the role is with adults at risk/care and support needs has there ever been any cause for concern regarding your conduct with adults?
- Please include any disciplinary action taken by an employer in relation to your behaviour with children, young people or adults at risk (as applicable). **Yes** ☐ **No** ☐ (please tick)

If yes, please give details.

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

I (full name) ..... **of (address)**

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.....

agree to provide a criminal records check or relevant police check from my home country before arriving in the UK to take on the position I am applying for. If I am unsuccessful in obtaining a police check I understand I will not be able to take this position.
I am aware that details of pending prosecutions, previous convictions, cautions, or bind-overs against me may be disclosed along with any other relevant information which may be known to the police.

I agree to inform the person within IBTC responsible for processing disclosure applications if I am convicted of an offence after I take up any post within IBTC. I understand that failure to do so may lead to the immediate termination of my work with children and young people.

I agree to inform the person within IBTC responsible for processing disclosure applications if I become the subject of a police and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation. I understand that failure to do so may lead to the immediate termination of my work with children and young people.

Signed: ..... **Date**.....

For more information on British Law please see below.

As you are applying for work with children and/or adults at risk in a position which falls within the scope of 'regulated activity' please confirm that you are not barred from working with children/adults at risk:

I confirm that I am not barred from working with children /adults at risk.

Signed: ..... **Date**.....

Legalese – attached notes

The Disclosure of any offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves working contact with children, young people and/or vulnerable adults all applicants who are offered an appointment will be asked to submit to a criminal record check before the position can be confirmed. You will be asked to provide a 'Certificate of Good Character' or criminal records check from your home country.
This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. Our own data protection procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children or vulnerable adults at risk. As an organisation we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 2018 and all amendments made on or before May 25th 2018 (the date of GDPR coming into effect), as well as the expectations of the DBS.

Notes for England and Wales - Children and young people
Under the Protection of Freedoms Act 2012 it is an offence for any organisation to offer employment to anyone who has been convicted of certain specific offences, or included on either of the two barred lists held by the Disclosure and Barring Service where the post falls within the scope of regulated activity (as defined by the DBS, under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012). An enhanced with barred list check must be completed. Those working with children and / or vulnerable adults in posts which fall outside the scope of regulated activity may still be eligible for an enhanced disclosure WITHOUT a barred list check.
The Disclosure and Barring Service (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The DBS came into existence on 1st December 2012. The DBS offers both an enhanced check and for those engaged in regulated activity an enhanced with a barred list check.
DBS Eligibility from: https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance

APPENDIX 6 - Self-declaration form - students

Name of applicant: .....

Address:

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.....

Date of Birth:.....

Role applied for:
.....

As a student at the IBTC we require you to complete this form before we can proceed with your application.
If you are not British and are unfamiliar with this please understand it is standard procedure for all those who may be involved in any way with children (under 18s) and vulnerable adults in the fulfilment of their role. As a student there may be times when you will interact with children and vulnerable adults in outreach and placements.

Any information disclosed on this form will remain completely confidential and only be seen by the Principal and the safeguarding coordinator. Please return this form to safeguarding@ibti.org.uk

Please answer the following:
Disclosure of the following information will not necessarily result in you not being accepted as a student but may affect some of the activities you can be involved in.

- Have you ever been convicted of a criminal offence, received a caution, a reprimand or warning? **Yes** ☐ **No** ☐ (please tick)
- Do you have any unspent criminal offences, cautions, reprimands or warnings? **Yes** ☐ **No** ☐ (please tick)
- Are you at present the subject of a criminal investigation/pending prosecution? **Yes** ☐ **No** ☐ (please tick)
- If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction (s) were heard, the type of offence and sentence(s) received. Please also give details of the reasons and circumstances that led to the offence(s). Continue on a separate sheet if necessary.

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- If the role is in relation to children and young people, has there ever been any cause for concern regarding your conduct with children, young people or adults at risk? Please include any disciplinary action taken by an employer in relation to your behaviour with children or young people. **Yes** ☐ **No** ☐ (please tick)

If yes, please give details.

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1. If the role is with adults at risk/care and support needs has there ever been any cause for concern regarding your conduct with adults?
- Please include any disciplinary action taken by an employer in relation to your behaviour with children or young people. **Yes** ☐ **No** ☐ (please tick)

If yes, please give details.

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Any other information

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.....
.....

Full name .....

Signed: ..... **Date**.....

APPENDIX 7 - Code of conduct

IBTC behaviour code for working with children, young people and adults at risk of harm. Particularly applicable in outreaches, placement, Christlike youth camp and Christlike tour.

Purpose

This behaviour code outlines the conduct expected of all workers (students and volunteers).
The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers (students and voluntary workers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for the IBTC. You will be seen as a role model and must act appropriately.

Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or be challenged
- Listen carefully to those you are supporting
- 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
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do about allegations or concerns and do not delay taking action

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
- Passing on your personal and/or social media contact details which could open up the possibility of inappropriate and unwise interactions with children, young people or vulnerable adults
- Developing inappropriate relationships
- Smoking, consumption of illegal substances or excessive alcohol consumption

- Favouritism/exclusion – all people should be equally supported and encouraged

Breaching the code of conduct

If you have behaved inappropriately you will be subject to disciplinary procedures. Depending on the seriousness of the situation, you may be asked to step down from the IBTC's activities. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS/AccessNI/Disclosure Scotland. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding coordinator.

Name: .....

Signature: .....

Date: .....

APPENDIX 8 - Placement

Additional guidelines and procedures

Student behaviour - Specific good practice guidelines for students on placement with local churches (see Section 1 a).
The leadership will ensure that all students agree to follow the guidelines below when working with a local church during placement:

a) They will abide by the IBTC safeguarding policy code of conduct
b) When working within a local church context, students without a DBS will not work unsupervised with children or adults with care and support needs.
c) They will not give personal contact details to, and will not accept social media friendships from, any children or youth met while in a 'placement' church.
d) They will request training and/or access to the safeguarding policy of the church or organisation they are working with.
e) They will abide by the safeguarding policy of this local church or organisation and follow the instructions given in the policy and/or training unless this contradicts the guidelines given in the IBTC safeguarding policy.
f) They will not try to deal with any potential safeguarding issues themselves and will immediately speak to the relevant person in authority.
g) If they are unsure what to do regarding any concerns or allegations of abuse they will contact the IBTC safeguarding coordinator for advice.

Responding to allegations of abuse

In the case of an allegation of abuse against a student while on placement with a local church the IBTC leadership agree to cooperate fully with the local church following the stages below:

- **Stage one**

In the case of an accusation, the principal and safeguarding coordinator will fully cooperate with the safeguarding policy of the church and the IBTC's board of directors will be informed.

- **Stage two**

If the accusation requires further investigation involving statutory agencies then the IBTC's board of directors will be involved as appropriate.

APPENDIX 9 - Outreach (in a local church context or a public place)

Additional guidelines and procedures

General behaviour

- When working within a local church context, students without a DBS will not work unsupervised with children or adults with care and support needs. This supervision can be provided by the local church or an IBTC voluntary worker who is DBS checked

Social media and photographs

- Students will not give personal contact details to, and will not accept social media friendships from, any children or youth met while on outreach.
- Students will observe any additional social media, photograph and video guidelines communicated before outreach events.

Allegations of abuse

- When working within a local church context their safeguarding officer will be informed or included in the procedure when appropriate or necessary

APPENDIX 10 - Christlike youth camp:

Additional guidelines and procedures

Safer recruitment

The leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- Those recruited will be given clear instructions regarding their role
- Those applying have completed an application form (for current IBTC students and volunteers their existing application form is sufficient).
- Those applying have completed a self-declaration form (students will need to complete a full disclosure form).
- Written references have been obtained, and followed up where appropriate (for current IBTC students and voluntary workers their existing references are sufficient).
- A disclosure and barring check has been completed by those who are living in the UK e.g. current IBTC students and voluntary workers (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Those who will be joining the team from abroad will be asked to obtain a police check and bring it with them. If this is not possible they will inform the IBTC in time to apply for a UK DBS enhanced disclosure.
- If they are unable to obtain either they will not be involved in activities directly with the under 18 campers or will be supervised when they are.
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

Staff safeguarding training

The leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

- All voluntary workers will receive induction and training before the camp starts.
- All voluntary workers must agree to and sign a copy of the safeguarding code of conduct

General behaviour

- Use young people's names and don't give them labels. Words can hurt and damage.
- Be sensitive and culturally appropriate in all physical contact.
- A volunteer will not be in the car alone with an under-18 camper except in an emergency or to attend a doctor's surgery (see doctors visits and emergencies).

Mentoring guidelines

- Mentors will be assigned – male with male and female with female.

- Mentoring sessions with under 18s will always be carried out in common or public areas where they can be seen by others and at designated times.

Accommodation

- Campers and volunteers will not sleep in the same rooms.
- Volunteers will not invite or allow under 18 campers into their own sleeping accommodation.
- Volunteers will not invite or allow under 18 campers into their own living accommodation unless the campers are in a group.
- Male and female campers and volunteers will be housed in separate accommodation blocks.
- Campers of opposite genders are not allowed in each other's accommodation areas
- Volunteers are not allowed in campers accommodation areas of the opposite gender except during morning cleaning duties or when there is a legitimate reason
- Volunteers will not be alone with a camper in the campers' rooms unless unavoidable.
    - If it is unavoidable, the door must never be shut, and it should be for the shortest time possible.
    - Always inform another leader before entering or as soon as possible

Social media and photographs

- Permission for taking photos or videos for official purposes or IBTC publicity must be obtained from the campers and/or parents using the appropriate Christlike form.
- Campers must agree to respect the other campers' privacy by:
    - Not taking photos or videos of other campers unclothed
    - Not taking easily identifiable photos or videos of other campers without their knowledge
    - Not posting easily identifiable photos of other campers on social media without their permission
- Posing for a photo or video will be taken as automatically giving permission
- If a camper does not want any photos or videos of them to be used they must inform the camp leaders in writing before arriving or at the latest on arrival.

Allegations of abuse

- Campers will be informed who to report allegations or concerns of abuse to
- Whenever allegations or concerns about abuse are reported the IBTC allegations of abuse procedure will be followed
- If the IBTC safeguarding coordinator and deputy are not going to be available for the camp another member of the IBTC management team must be appointed before the camp begins.
- If none of the above people are available when the allegations or concerns of abuse are reported the Camp leaders must contact thirtyone:eight immediately.

Trips out

- The IBTC code of conduct and general behaviour guidelines will be observed when accompanying the campers on day trips

Doctor's visits and emergencies

- If an under 18 camper needs to be accompanied to the doctor or hospital this will only be done by the IBTC health and hygiene manager or person designated before the camp.
- Camp leaders will always be informed.

APPENDIX 11 - Procedures to be followed when responding to a concern

Refer to flowcharts

1. General procedures for children, young people and adults

a) Recording Incidents
If there is a concern that a child, young person or adult with care and support needs may have been abused or a direct allegation of abuse has been made, it is important the person receiving this information makes notes following the guidelines below:
These notes should:

- Be made as soon as possible (preferably within one hour of the person talking)
- Include a description of any injury, its size, and if possible a drawing indicating its location and shape on the person's body.
  Include exactly what has been said, when it was said, what was said in reply and what was happening immediately beforehand (e.g. a description of an activity).
- Include dates and times of these events and when the record was made.
- Include any action taken
- All handwritten notes should be kept even if subsequently typed up.
- Be passed on to the safeguarding co-ordinator to assist them should the matter need to be referred to the statutory agencies such as Adult or Children's Social Services or the police.

b) Workers need to share concerns with the co-ordinators as well as clear allegations made by, or about, children, young people and adults at risk. Sharing 'gut feelings' at an early stage, may assist in helping those who need it.

2. Procedures specifically for children (including young people)

a) Where there is a physical injury or symptoms of neglect regarding a child the safeguarding Coordinator should do the following:

- Contact Children's Social Services if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents/carers in such circumstances.
- If a child needs urgent medical attention an ambulance should be called or they should be taken to hospital, informing the parents/carers afterwards of the action that was taken. The hospital staff should be informed of any child protection concerns. They have a responsibility to pass these concerns on to the statutory authorities.

b) Where the concern or allegation of abuse is sexual, the safeguarding co-ordinator should do the following:

- Contact Thirtyone:eight for advice
- When contacting police or Children's Social Care[3] give them all the information about the allegation so they can carry out an investigation
- In the case of a severe allegation (such as rape) contact the police immediately
- Do not contact anyone who might be involved, including the parents or guardians.
- Keep all the information confidential and only share on a 'need to know' basis.
- Inform the relevant member of IBTC board of directors if necessary who will make relevant decisions to inform insurance companies and Charity Commission.

[3] See Flow Chart for contact details

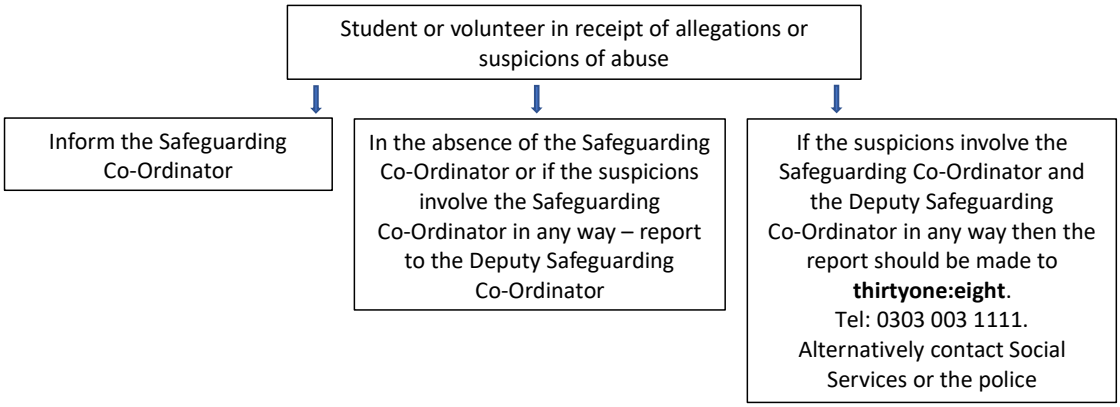
- If the allegations of abuse are against another child or young person these allegations should still be investigated in the same way.
- Local Authorities should be informed within 24 hours of any allegation.

3. Procedures specifically for adults

a) In both the following situations the safeguarding officer (or deputy) should contact Thirtyone:eight for advice:
   - If there is difficulty determining if an adult has mental capacity to make decisions about their safety and wellbeing.
   - If there are general concerns about the wellbeing of an adult in regard to possible abuse and decisions need to be made to know how to respond to this.

b) If there is an emergency situation arising because an adult alleges abuse Adult Social Care should be contacted.[4]

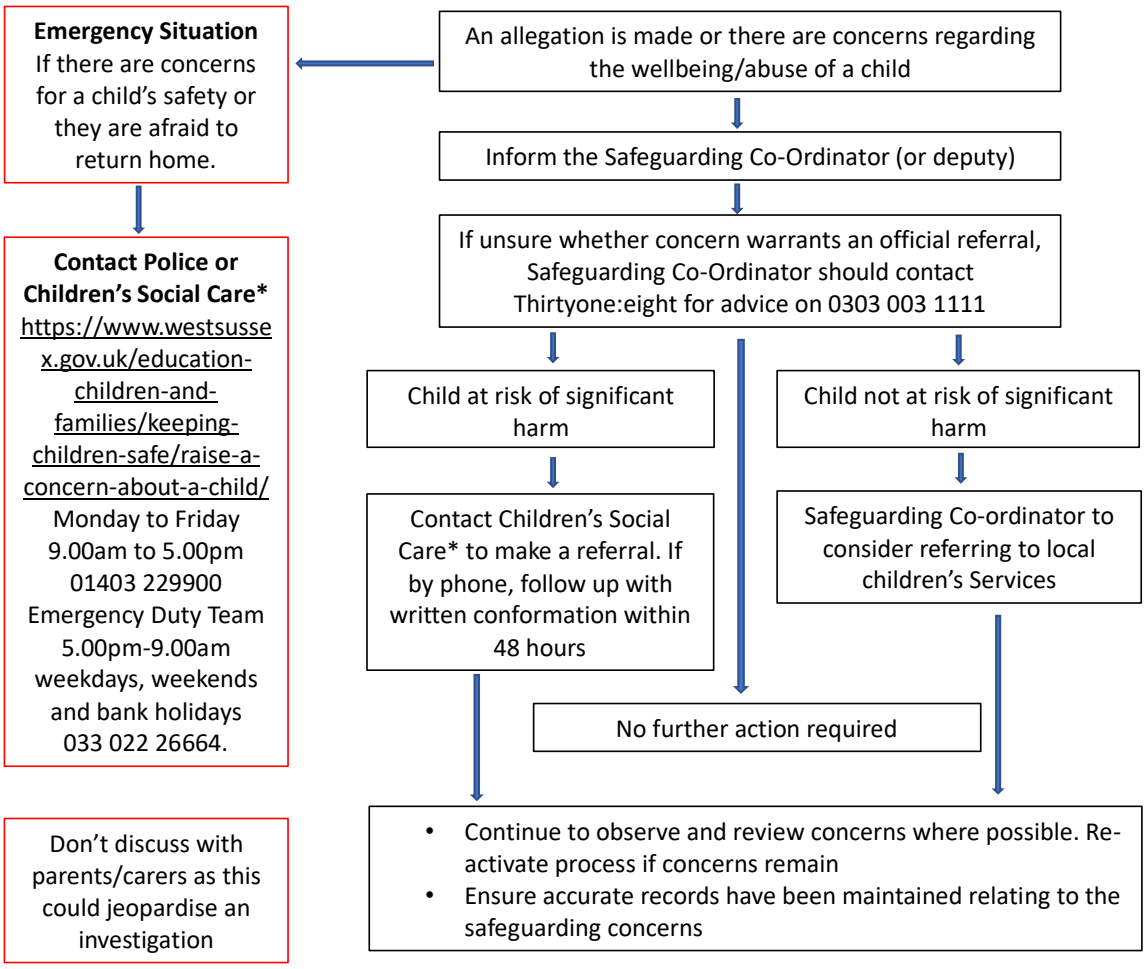
Initial reporting procedure



[4] See Flow Chart for contact details

Flow chart and procedure for action: children (including young people)

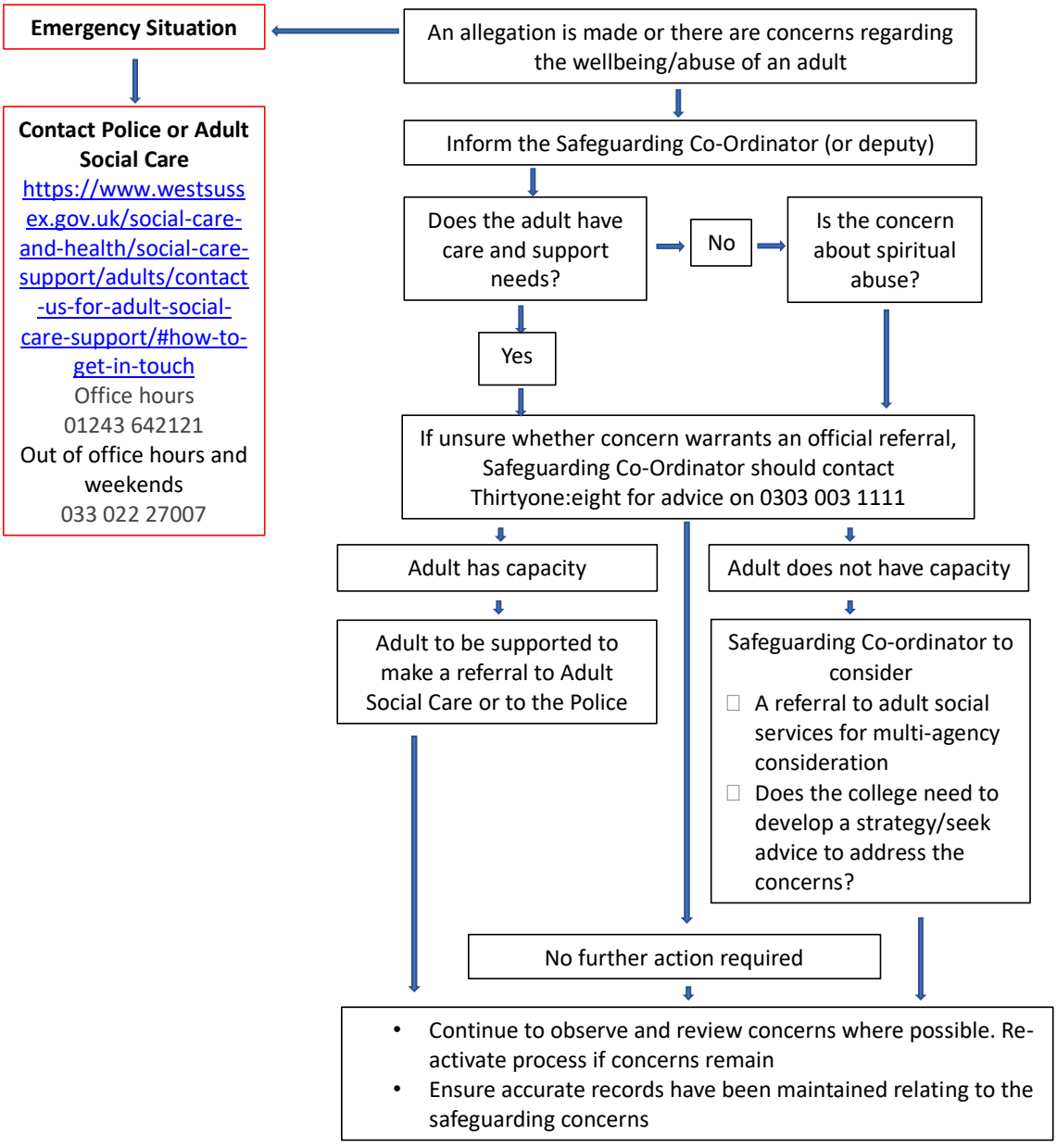
This flow chart provides an overview of action to be taken when concerned about the welfare of a child or young person. It is to be used in conjunction with written procedures.



Working together to safeguard children defines significant harm as:
"… any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill-treatment or impairment of health and development."

Flow chart and procedure for action: adults at risk

This flow chart provides and overview of action to be taken when concerned about the welfare of an adult. It is to be used in conjunction with written procedures.



APPENDIX 12 – Disciplinary statement regarding safeguarding issues

SCOPE
The International Bible Training College (IBTC) disciplinary procedure regarding safeguarding issues will be used only when necessary and exclusively in relation to incidents outlined in the safeguarding policy. The process will follow instructions given by the authorities when they are involved and advice given by thirtyone:eight.

All staff and students can discuss any part of this policy with the safeguarding coordinator, deputy safeguarding coordinator or principal. They can help clarify the rights of any staff member or student as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

See flow charts in disciplinary procedure regarding safeguarding

Internal Allegations: Incidents which have allegedly taken place within the environment or supervision of BTC and which are not covered by another church/organisation's safeguarding policy.

1) If the allegations made obviously require the involvement of the authorities (police, Children's Social Services or Adult Social Services) the college will cooperate with them.
2) If there is uncertainty about the need to involve the authorities, thirtyone:eight will be consulted.
3) If the allegation does not require the involvement of the authorities the investigation and disciplinary procedure will be followed.
4) The safeguarding coordinator, principal, operations director (deputy safeguarding coordinator), and the appropriate Board members will be the only ones automatically informed of the incidents and allegations and will be involved in the disciplinary process.
5) Other members of staff and volunteers will only be informed or involved if absolutely necessary and information given to them will only be on a 'need to know' basis.
6) If the allegation is against one or more of the following: safeguarding coordinator, principal or operations director (deputy safeguarding coordinator), then the board of directors (excluding any board members who hold these positions) will be the ones leading and implementing the investigation and disciplinary procedure.
7) Any member of staff or student has the right to appeal against the outcome of a disciplinary hearing.

Investigation and disciplinary process

The disciplinary process will include one or more of the following:
1. Suspension: The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence.
2. Formal Internal Investigation: This will be carried out by the appropriate people including the board of directors and a copy of the investigation will be recorded in written form and kept in a secure place for future reference. This will include any notes taken by witnesses, interviews and copies of letters given to the accused.

3. Dismissal:
    a. If the accused is dismissed they will be given an appropriate amount of time to prepare and leave the premises.
    b. They will withdraw immediately from college life and communication with other staff and students will be monitored
4. Student pastoral care:
   If a student's pastor has indicated a willingness to assist or follow up in safeguarding instances on the student's application form, they will be contacted as soon as is appropriate if the student is in agreement, and kept informed of developments.
5. Confidentiality:
    c. Those involved in the investigation and disciplinary process will maintain confidentiality at all times.
    d. The rest of the college will be informed of the necessary facts and this will be at the discretion of the principal, and the board of directors.
    e. Anyone called to be a witness or a representative will be requested to maintain confidentiality, at least until the investigation has taken place and any pertinent actions have been carried out. If they need counselling or support they will be assisted in this.

6. Appeals:
    a. Any member of staff or student has the right to appeal against the outcome of a disciplinary hearing. They must be informed of the procedure for this as laid out in the disciplinary procedure in written form by the investigation panel.
    b. The accused has the right to call witnesses and have a representative.

External allegations: Incidents which have allegedly taken place outside the environment or supervision of IBTC and which are covered by another church/organisation's safeguarding policy.

1. If the allegations made require the involvement of the appropriate authorities (police, Children's Social Services or Adult Social Services) and the church/organisation has informed them, the college will cooperate with the church/organisation and the authorities involved.
2. Appropriate support will be given to the alleged abuser.
3. If the allegations do not require the involvement of the authorities by the church/organisation, the college will cooperate with the church/organisation to find a solution through the implementation of the disciplinary procedure.
4. If the allegation is against one or more of the following: safeguarding coordinator, principal or operations director (deputy safeguarding coordinator), then the board of directors (excluding any board members who hold these positions) will be the ones cooperating with the church/organisation and implementing the investigation and disciplinary procedure.

APPENDIX 13 – Disciplinary procedure regarding safeguarding issues

SCOPE

The IBTC disciplinary procedure regarding safeguarding issues will be used only when necessary and exclusively in relation to incidents outlined in the safeguarding policy. The process will follow instructions given by the authorities when they are involved and advice given by thirtyone:eight.

All staff and students can discuss any part of this policy with the safeguarding coordinator, deputy safeguarding coordinator or principal. They can help clarify the rights of any staff member or student as well as give guidance and support where it may be needed. Every individual has the right to representation at any point during the disciplinary process.

See disciplinary procedure flowcharts below

Internal allegations: Incidents which have allegedly taken place within the environment or supervision of the IBTC and which are not covered by another church/organisation's Safeguarding Policy.

1) **If the allegations made obviously require the involvement of the authorities (police, Children's Social Services or Adult Social Services) the college will inform the appropriate authority/authorities and will cooperate with them if the immediate removal of the alleged abuser is advised.**
   If the alleged abuser is not detained but must remain at the college while the investigation is carried out the following steps will be taken.
   a) If the alleged abuser and the alleged victim will come into contact through normal daily activities boundaries will be put in place immediately to restrict the alleged abuser in order to prevent this.
   b) The alleged abuser will be suspended[5] from their daily programme if they are a student and their duties if they are a volunteer.
   c) The alleged abuser will be given appropriate support. The length and type of support will be decided on a case to case basis in consultation with the principal, safeguarding coordinators and appropriate board members.
   d) The support will continue until the investigation is completed and the authorities have made a decision or until a decision is made by the principal, safeguarding coordinators and appropriate board members that the student or volunteer must leave the college.

2) **If the allegations do not require the involvement of the authorities (this can be decided upon consultation with thirtyone:eight).**
   a) The alleged abuser will be informed of the allegation
   b) If the alleged abuser and the alleged victim will come into contact through normal daily activities boundaries will be put in place immediately to restrict the alleged abuser to prevent this. If necessary finding alternative accommodation for the alleged abuser where they will stay until the whole Investigation and disciplinary process is completed.

[5] See 'Investigation and Disciplinary Process' point 1 Suspension

In the case of point 2 above the following procedure will be followed:
Investigation and disciplinary process

1) Suspension

Suspension is not a disciplinary action. The purpose of suspension is manifold and can be used when it is necessary to remove a member of staff from the workplace pending an investigation for their own or others protection, to prevent them influencing or being influenced by others or to prevent possible interference with evidence. Only the principal and operations director of the IBTC at that time or the board of directors have the authority to suspend an individual.

A member of staff suspended from duty or a student from their programme, will receive written confirmation within thirty-six hours of the accusation being reported to the safeguarding coordinator or the board representative in the case of an accusation against the principal or safeguarding coordinators.
This written confirmation will include:

a) the reason for the suspension;
b) the date and time from which the suspension will operate;
c) the timescale of the ongoing investigation;
d) the right of appeal to the board of directors should the suspension last more than 7 days.

2) Procedure for Formal Internal Investigation

a) Formal investigations should be carried out by the safeguarding coordinator who will only involve the principal, deputy safeguarding officer or appropriate board members if assistance is needed with the investigation process. All the relevant facts should be gathered promptly as soon as is practicable after the incident. Written statements should be taken from witnesses and/or the accuser at the earliest opportunity. Any physical evidence should be preserved and/or photographed if reasonable to do so.

b) A report should be prepared, within thirty-six hours, which outlines the facts of the case. This should be submitted to the principal and operations director who will decide whether further action is required. Where appropriate, this report may be made available to the individual and their representative.

c) Where serious misconduct is suspected, it will be appropriate to set up an investigatory hearing. This would be chaired by the appropriate member/s of the board of directors, who would be accompanied by some or all of the following as necessary: the principal, operations director (deputy safeguarding officer) and other members of the ibtc management team. the investigating manager (ideally the safeguarding coordinator) would be asked to present his/her findings in the presence of the member of staff or student who is being investigated. Witnesses should be called at this stage, and the member of staff or student (or their representative) will be allowed to question these witnesses (unless they are under 18 or an adult at risk). The member of staff or a student has a right of representation at this hearing.

d) Following the full presentation of the facts, and the opportunity afforded to the member of staff or student to state his side of the case, the hearing should be adjourned, and everyone should leave the room except the principal, the operations director (deputy safeguarding

officer), the board of director members/s hearing the case, and the safeguarding coordinator. They should discuss the case and decide which of the following options are appropriate:

i. take no further action against the member of staff or student,

ii. recommend counselling, or other appropriate support, for the member of staff or student,

iii. proceed to a disciplinary hearing.

e) All parties should be brought back, and informed as to which option has been chosen. Should the decision be taken to proceed to a disciplinary hearing, then this may follow on immediately from the investigatory hearing if the following criteria have been met:

i. the member of staff or student has been informed by letter that the investigation may turn into a disciplinary hearing, and that they have the right of representation;

ii. the member of staff or student has been told in advance what the nature of the complaint is, and have had time to consult with a representative;

iii. all the facts have been produced at the investigatory hearing, and those hearing the case are in a position to decide on disciplinary action;

iv. the chair of the hearing board should inform the member of staff or student and their representative that the hearing would now become a formal disciplinary hearing, and invite them to say anything further in relation to the case.

f) It may be appropriate at this point to adjourn proceedings, whilst necessary arrangements are made for a representative to attend the hearing at the request of IBTC.

g) Should anyone who is subject to disciplinary action resign during the course of it, the action will cease unless there are extenuating circumstances which require its continuance. The subject of the discipline may also request that the disciplinary action continue.

3) Disciplinary action

If the alleged abuser is found guilty but it is not deemed necessary to report the incident to the authorities, the discipline will be one of the following final written warning or dismissal. [6]

a) Final written warning

A final written warning is appropriate when:

i. A member of staff or a student offence is of a serious nature falling just short of one justifying dismissal.

b) Dismissal

Dismissal is appropriate when:

[6] In the general disciplinary policy and procedure there are other steps before reaching the final written warning but due to the nature of the issues addressed in this policy the initial action will be a final written warning should the accused be found guilty.

i. a member of staff or a student's behaviour is considered to be a danger to other members of the college;

ii. a member of staff or a student's misconduct has persisted, exhausting all other lines of disciplinary procedure;

iii. Dismissal will take immediate effect. The dismissed student or member of staff will be given the time to make appropriate travel arrangements but will be withdrawn from all college life and activities and can communicate only with persons appointed by and agreed upon by the disciplinary panel.

c) Letters of warning and dismissal

i. All final written warnings must be issued within 24 hours of the date of the disciplinary hearing.

a. They must contain the following information:

- The nature of the offence and that if further misconduct occurs, dismissal will be the next step.
- The member of staff or student's right to appeal and to whom they can make that appeal.
- Reference must be made to the fact that any further misconduct will lead to dismissal.

b. The member of staff or a student must receive a copy of the warning handed to them in person.

c. A copy of the warning and any supporting documentation must be attached to the individuals personnel file.

ii. The letter confirming dismissal must be issued within 24 hours of the date of the disciplinary hearing

a. It must contain the following information:

- The reason for dismissal and any administrative matters arising from the termination of their volunteer work or student's academic year.
- The member of staff or a student's right of appeal and to whom they should make that appeal.

d) Appeals

i. Every member of staff or student has the right to appeal against the outcome of a disciplinary hearing. The basis of an appeal should normally relate to one of the following areas:

- that the college's procedure had not been followed correctly.
- that the resulting disciplinary action was inappropriate.
- that the need for disciplinary action was not warranted.
- that new information regarding disciplinary action has arisen

ii. An appeal should be put in writing

- It should be addressed to the chair of the investigatory hearing.
- It may be constructed by the member of staff or student or their representative. The letter should contain the grounds for appeal and should be lodged within 10 days of receipt of the warning/dismissal letter.

iii. An appeal will be arranged within 20 working days of receipt of the appeal letter.

e) Appeals procedure

i. The hearing and determining of appeals against final warnings and dismissal will be heard by the board of directors. They may also involve another member of the management team not previously involved with the case.

ii. When dealing with an appeal against a final warning or dismissal, written statements of the case may be submitted no later than 2 days prior to the date of appeal hearing. No additional written evidence will be admitted on the date of the hearing.

iii. Witnesses may be called by either party to an appeal hearing, dependent upon the circumstances and nature of the case. However, there is no specific obligation on either party to produce a witness. Either party must give 5 days prior notice that they intend to call specific persons involved or associated with the case under consideration. (This will not include witnesses under 18 or adults at risk)

iv. It is the responsibility of the management representative and of the appellant to arrange for the availability and attendance of any witnesses they wish to call.

External allegations: Incidents which have allegedly taken place outside the environment or supervision of IBTC and which are covered by another church/organisation's Safeguarding Policy.

1. If the allegations made require the involvement of the appropriate authorities (police, Children's Social Services or Adult Social Services) and the church/organisation has informed them, the college will cooperate with the church/organisation and the authorities involved.

a) In the case of the immediate detainment of the alleged abuser;

i. The alleged abuser will be given appropriate support. The length and type of support will be decided on a case to case basis in consultation with the principal, safeguarding coordinators and appropriate board of directors members.

ii. The support will continue until the investigation is completed and the authorities have made a decision and/or until a decision is made by the principal, safeguarding coordinators and appropriate Board members that this is no longer possible or necessary.

b) If the alleged abuser is not detained but must remain at the college while the investigation is carried out by the authorities the following steps will be taken;

i. The alleged abuser will be suspended[7] from their daily programme if they are a student, and their duties if they are a volunteer.

ii. The alleged abuser will be given appropriate support. The length and type of support will be decided on a case to case basis in consultation with the principal, safeguarding coordinators and appropriate board of directors members.

iii. The support will continue until the investigation is completed and the authorities have made a decision and/or until a decision is made by the principal, safeguarding coordinators and appropriate board members that the student or volunteer must leave the college and/or support must cease.

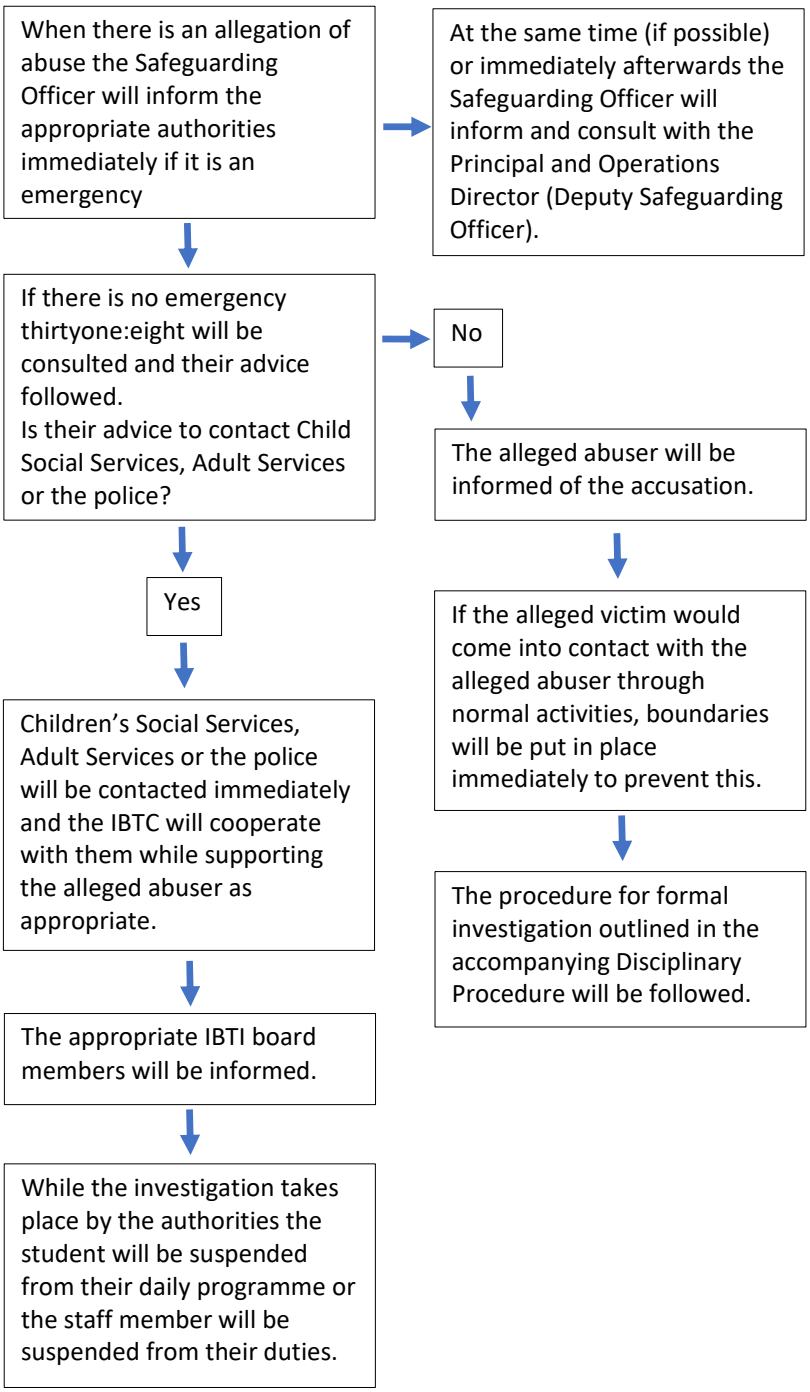
iv.

2. If the allegations made do not require the church/organisation to involve the authorities the college will cooperate with the church/organisation to find a solution.

[7] [7] See 'Investigation and Disciplinary Process' point 1 Suspension

c) The alleged abuser will be informed of the allegation.
If upon discussion with the church/organisation, they agree, the investigation and disciplinary proceedure in this policy will be implemented.

Internal allegations flowchart:



External allegations flowchart:

