

VAUXHALL CHRISTIAN TRUST

CHILD PROTECTION POLICY

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1. INTRODUCTION

1.1 Camp Details

- **The Vauxhall Christian Trust opens its campsite from 1st April to 31st October each year. Camps take place at Vauxhall Farm, Great Wenham, Colchester, CO7 6QQ.**

1.2 Trust Statement

There has been camping on the farm for more than fifteen years.. The VCT takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the Camp's care.

1.3 Camp Mission

Part of the Camp's Mission, to which the Trust is committed, follows:

- **We aim to listen to, relate effectively to, and value children and young people whilst ensuring their protection within camp activities.**
- **We will endeavour to encourage and support parents and carers.**
- **We will provide support and training opportunities to our camp workers.**
- **We will have a system for dealing with concerns about abuse.**
- **We aim to maintain good links with the statutory childcare authorities.**
- **We will review our Child Protection Policy in the light of experience and comments from the statutory childcare authorities, and of advice received from the Churches Child Protection Advisory Service (CCPAS).**

1.4 Policy Ownership

The Trust recognises that, as Camp workers come from different churches, there is a need for clarity regarding the reporting mechanism and response to allegations of abuse. Many churches have their own child protection policy and procedures. Therefore, for the benefit of the Camp and for clarity, we would expect all sending churches to agree to the following:

- **All allegations of child abuse will be referred to either the Camp's Child Protection Co-ordinator (or a Deputy Co-ordinator). Any allegation that in any way involves both of them should be reported direct to Children's Social Care..**
- **All allegations will be dealt with on a need to know basis.**
- **If allegations involve a child or worker from a sending church, then a leader of that church or a nominated person (for example, its child protection co-ordinator) will be informed. That person is expected to keep confidence and not investigate the matter.**
- **Some sending churches have reporting mechanisms that involve others apart from the minister or elders of the church (for example, a church may have a responsibility to inform a bishop or other official). If that is the case, the Trust should be informed and appropriate arrangements will be considered. The church is still expected to keep confidence and not investigate the matter.**
- **The Co-ordinator will have the responsibility to action all allegations (unless the allegation implicated the Co-ordinator).**
- **The Co-ordinator will contact either the home Children's Social Care or the Children's Social Care, or Police local to the Camp.**
- **The Trust expects that all those working at the Camp to accept the Camp Policy and act according to it.**
- **As trustees for the camp we undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office. It will therefore be**

unacceptable for those people in a position of trust, to engage in any behaviour which might allow a sexual relationship to develop whilst ever the relationship of trust continues.

1.5 Responsibility at Camp

- **The Camp Child Protection Co-ordinator has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter should be reported to a Deputy Co-ordinator.**
- **If the suspicions in any way implicate the Co-ordinator and all the Deputy Co-ordinator, then contact Social Services in accordance with the Child Protection Policy. CCPAS can be contacted for advice.**

1.6 Areas of Policy

The Trust recognises that many children and young people are the victims of neglect, and physical, sexual, and emotional abuse. Accordingly, the Trust has adopted the policy contained in this document. This policy, which will be reviewed annually, sets out agreed guidelines relating to the following areas:

- **Recognising and responding to allegations of abuse, including those made against Leaders of the Camp.**
- **Appointing Camp Workers.**
- **Supervision of activities and practice issues.**
- **Helping Victims of Abuse.**

1.7 Child Care Agency Links

The Trust recognises the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared in consultation with the Child Protection Advisory Service (CCPAS) who holds a copy of this policy.

1.8 Training

The Camp Child Protection Co-ordinators will ensure that all young people's workers are given appropriate training. The Trust strongly recommends training for all such workers.

2. RECOGNISING AND RESPONDING TO ABUSE

2.1 Recognition of Abuse

2.1.1. Definitions of Abuse.

Abuse may be categorised as Physical Abuse, Sexual Abuse, Neglect, or Emotional Abuse. Organised abuse is sexual abuse where there is more than a single abuser, or where an institutional framework or position of authority is used to recruit children for sexual abuse. For definitions see Annex 1.

2.1.2. Recognising Abuse

Physical signs of abuse, indicators of possible sexual abuse, and emotional signs of abuse may or may not be indicators that abuse has taken place. See Annex 2 for further details.

2.2. Responding to Abuse: What You Should Do

If you suspect that abuse may have occurred:

- **You must report concerns as soon as possible to the Co-ordinator. The Co-ordinator is responsible for referring allegations or suspicions of neglect or abuse to the statutory authorities. He or she may also be required by conditions of the Camp Insurance Policy to inform the Insurance Company**

immediately. If the Co-ordinator is unavailable, the matter should be brought to the attention of the Deputy Co-ordinator.

- If the suspicions in any way involve the Co-ordinator, you must report your concerns to the Deputy Co-ordinator. If the suspicions in any way implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made firstly to Churches Child Protection Advisory Service (CCPAS). CCPAS's telephone number is 01322 660011 or 01322 667207. Its address is PO BOX 133, Swanley, Kent, BR8 7UQ. Alternatively, contact Social Services.
- Do not discuss your suspicions with anyone other than those nominated above.
- It is, of course, the right of any individual as a citizen to make direct referrals to the child protection agencies or seek advice from CCPAS. However, we hope that workers of the Camp will use this procedure. If, however, you feel that the Co-ordinator or Deputy has not responded appropriately to your concerns, then it is open to you to contact the relevant organisation direct. We hope by making this statement that we demonstrate the commitment of the Camp to effective child protection.
- See the flow chart in Annex 3.

2.3. Responding to Abuse: Co-ordinator's Action

2.3.1. Physical Injury, Emotional Abuse or Neglect

If a child has a physical injury or symptom of neglect, the Co-ordinator will:

- (a) Contact Social Services (or CCPAS) for advice in cases of deliberate injury or where concerned about the child's safety. The Camp should not inform the parents in these circumstances.
- (b) Where emergency medical attention is necessary, seek it immediately. The Co-ordinator will inform the doctor of any suspicions of abuse.
- (c) In other circumstances, speak with the parent or carer, suggesting he or she seeks medical help or attention for the child. The doctor (or health visitor) will then initiate further action, if necessary.
- (d) If appropriate, encourage the parent or carer to seek help from the Social Services Department.
- (e) If the parent or carer is unwilling to seek help, offer to go with them (if appropriate). If they still fail to act, the Co-ordinator should, in cases of real concern, contact Social Services for advice.
- (f) If unsure whether to refer a case to the Social Services, seek and follow advice from CCPAS. CCPAS will confirm in writing its advice, in case it is needed for reference purposes in the future.

2.3.2. Sexual Abuse

Allegations or suspicions of sexual abuse usually will be reported to the Co-ordinator. However, the absence of the Co-ordinator or Deputy should not delay referral to the Social Services Department. If there are allegations or suspicions of sexual abuse, the Co-ordinator will:

- (a) Contact the Social Services duty social worker for children and families or Police Child Protection Team directly. The Co-ordinator will NOT speak to the parent (or anyone else).
- (b) If, for any reason unsure whether to follow the above, seek and follow advice from CCPAS. CCPAS will confirm in writing its advice in case it is needed for reference purposes in the future.
- (c) Under no circumstances attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to collect and clarify the precise details of the allegation or suspicion. The Co-

ordinator will then provide this information to the Social Services Department (whose task it is to investigate the matter under Section 47 of the Children Act 1989).

Exceptionally, there may be a disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy about the appropriateness of a referral to the Social Services Department. That person retains a responsibility as a member of the public to report serious matters to the Social Services Department, and should do so without hesitation.

The Trust will support the Co-ordinator or Deputy in their role. It accepts that any information will be shared in a strictly limited way, and on a need to know basis.

3. APPOINTMENT OF WORKERS

3.1. Types of Worker

Camp workers are either young people's workers or general workers.

- Young people's workers are those that have supervisory roles with the children or young people, are consequently in close contact with them, and have a position of authority. They include the tent leaders, activity leaders, and those leading Bible teaching sessions.
- General workers are those that do not have supervisory roles with the young people, and are not in such close contact with them. They include maintenance workers.

3.2. Recruitment

Most of the camp workers are personally invited, and are known by the camp leaders. Some are recommended by esteemed Christians known to the Camp Leaders. A few apply to be workers. The Camp Chairman is the "recruiter" for the purposes of obtaining Disclosure and Barring Service (DBS) checks. If at any time he is unable to fulfil this role, then the Vice Chairman, or a Trust Member appointed by the Chairman, will act as "recruiter". The recruiter will maintain safe custody of DBS check information in accordance with the DBS's guidelines.

3.3. Appointment Responsibilities

In appointing workers, the Camp will be responsible for the following:

- All who apply to be workers on camp will be asked to complete an application form (Form B). As part of the application, they will be asked to provide names and addresses of two people who can give a personal reference.
- All who are invited to be workers will be asked to complete a declaration form. (Form C).
- All workers will be required to declare any criminal offence with which they have been charged, convicted or cautioned, as well as any that are pending. They will be asked to sign that they agree to abide by the guidelines in this policy, and to agree to a DBS check.
- Application and Declaration Forms will be held confidentially by a nominated Child Protection Co-ordinator, and retained.

3.4. Criteria for Non-Appointment

Criteria for NOT appointing young people's workers are:

- Previous offences against children or young people
- Previous sexual offences
- A record of violent behaviour

3.5. Worker Instructions

Camp workers will be given opportunities to meet together with a leader to discuss work programmes and areas of concern including issues relating to discipline.

3.6. Appointment Review

The Trust will review the appointment of workers regularly. After each year's Camp the Trust will ask for a report from each of the camp leaders.

4. SUPERVISION OF ACTIVITIES AND PRACTICE ISSUES

4.1. Supervision of Activities at Camp

4.1.1. General

Taking care of children who are away from home involves taking responsibility for their well being at all times. It also means being prepared for every eventuality, and anticipating situations where there is harm and taking steps to minimise the risks.

4.1.2. Swimming

Particular care is to be exercised with regard to swimming in the sea. The normal practice for supervision of a group when trips to the sea are taken is:

- **Establishing and monitoring the furthestmost limits - 2 workers.**
- **Supervision among the group of swimmers – 1 worker (2 workers if group numbers more than 15).**
- **Observation from the shore – 1 worker (with whistle).**
- **Swimming should take place if possible in areas where a lifeguard is available and/or that workers have undertaken their life saving swimming courses.**
- **Swimming Pool.**
- **This is approximately four feet deep, and diving and jumping in, is strictly prohibited to avoid danger and water wastage.**
- **Under no circumstances must the Control Valves of the pump and filtration plane be interfered with or altered.**
- **The polythene cover of the pool is very vulnerable to damage and strict supervision of the use of the pool is necessary for this reason and as a safety measure.**
- **Normal swimming pool rules apply and all activities must be supervised by an adult.**

4.2. Adventurous Activities

Adventurous activities may be engaged in, but the Camp Leader will check that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. If use is made of an activity centre or organisation whose own staff undertake all instructions then the Camp Leader will check that the premises are licensed, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996.

4.3. Camp Safety

- **Risk is a part of everyday life, and we take our responsibilities seriously. We will use our best efforts to minimise risk. If a worker becomes aware of any potential risk, the worker must notify the Camp Child Protection Co-ordinator. The Co-ordinator should then undertake a risk assessment, and take action he considers appropriate in order to minimise the risk.**

- **Each camper under the age 16 will have a nominated young people's worker. It is the responsibility of the nominated workers to know the whereabouts of those campers. Overall, the supervision ratio of young people's workers to campers is at least as follows:**
 - (a) **Junior Camps (10 - 13 year olds) = 1:10**
 - (b) **Senior Camp (14 - 18 year olds) = 1:15**

4.4. Logs

Daily Logs of Camp activities should be kept. All significant incidents should be recorded.

4.5. Camp Health Form

All children on camp should have completed a Health Form (Form E).

4.6. Fire Hazard

Everyone on camp will be warned of the danger of fire. Naked lights, matches, etc should be kept well away from tents. Smoking is not allowed on Camp. Fire extinguishers must not be tampered or played with.

4.7. First Aid

There will be at least one worker qualified in first aid (through a course run by St. John Ambulance or the Red Cross). The First Aid Person will ensure that on the camp:

- A First Aid kit is available and its location known.
- The First Aid kit contains items recommended by St John's Ambulance.
- The First Aid Person should record all accidents and injuries. (Form D)
- The locations and telephone numbers of the nearest doctor and hospital are readily available.

4.8. Camp Site

4.8.1. Tents & Marquees

The safety aspects of tents will be emphasised. Care must be exercised near tents and marquees because there is a risk of injury from tripping over tent pegs and guy ropes.

4.8.2. Kitchen

The kitchen is generally out-of-bounds because of health, hygiene, and safety reasons.

4.9. Workers' Supervision and Training

To ensure a consistent approach to all work on a camp, there will be opportunity for workers to meet together and receive supervision. The Camp Co-ordinator will ensure the young people's workers are given appropriate instruction or have received training in Child Protection.

4.10. Sleeping Arrangements.

4.11. Campers sleep in either the five cabins, (up to eight per cabin of the same sex).

And also sleep in tents, with up to five campers of the same sex in one tent.

Junior Camps

- A leader, who is normally at least 16 and is usually an adult, sleeps with the campers. This leader will, of course, be of the same sex as the campers, and will normally not sleep with less than three campers.
- Younger leaders will have access to an older leader.

- To ensure safe arrangements for leaders and campers, campers will be granted access to a Child Protection Co-ordinator (or any other worker) should they so desire.

Senior Camps

- A leader, who is an adult, supervises the campers, but usually sleeps in an adjacent tent or caravan.

4.12. Transportation

4.12.1. Drivers

The Camp Leaders will ensure that all drivers who transport campers have adequate car insurance and an appropriate driving licence. Drivers must be aware of their responsibilities in transportation, particularly with regard to traffic laws and regulations. Any worker with unspent driving offences should not transport campers.

4.12.2. Transport

All transport should be roadworthy, and have a current MOT certificate (where necessary). Seatbelts should always be available, and the driver should ensure that seatbelts are used in accordance with prevailing regulations.

4.12.2.A. Booster seats for children

4.12.3. Mini-buses

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 8 and 16 passengers. All minibuses used to transport children at the camp should therefore have:

- (a) a small bus permit
- (b) the necessary insurance
- (c) a driver with a valid driving licence that entitles them to drive a minibus.

Camp Leaders should

- Ensure full compliance with mini bus regulations
- Ensure that you have adequate supervision. As well as a driver, another responsible adult sitting with the young people will be needed.
- Booster seats for children. If a child is shorter than 135cm (4' 5") and less than 12 years old then you must now use a child seat or a booster seat.

4.13. Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must follow the regulations. Technically food is being sold (food is included and a charge is made for the camp). Best practice dictates that those with responsibility for food should possess the Basic Food Hygiene Certificate and should be aware of food safety (preparation, handling and storage, disposal of waste, etc.). The Trust has adopted a Code of Practice relating to food preparation and handling.

4.14. Insurance

The Trust has Public Liability and Personal Accident Insurance cover.

4.15. Guidelines on Touching

Camps offer a great opportunity to teach children personal safety skills and to encourage them to be assertive and learn how to say "no" to physical contact with which they may feel uncomfortable. When working with children there are guidelines on touch, which should be followed:

- 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 have the right to decide how much physical contact they have with others, except in exceptional circumstances (for example when they need medical attention).
- Young people's workers should monitor one another in the area of physical contact. They should be free to help each other by pointing out anything that could be misconstrued. Concerns about abuse should always be reported.

4.16. Guidelines for Discipline

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching, and encouragement. It brings security produces character, prepares for life, is evidence of love and is God's heart (Hebrews 12:5-12 and Proverbs 22:6). For guidelines see Annex 5.

4.17. Counselling Guidelines

Often a child or young person is more comfortable being counselled with a young friend or another adult leader in attendance. Always offer this option in consideration for both the one being counselled and the counsellor. However sometimes the child or young person may need to talk alone. If one-to-one counselling has to take place, it is advisable to take certain sensible precautions:

- Tell another adult worker
 - (a) who is being counselled, and
 - (b) where the counselling session is taking place.
- Request that this other adult assesses the situation every 10 minutes.
- If the session is not taking place in the open, keep the door open, or at least ajar, if possible.
- Let the child or young person know these arrangements, and that you may be interrupted at any time

4.18. Extraordinary Situations

Sometimes you may be unable to follow the guidelines in this policy. If you decide you need to depart from any of the policy guidelines, you should first consult the Camp Leader or another adult worker, and then log your agreed action. In an emergency, you must do whatever you consider is in the best interests of the child or young person. Report these circumstances and your action as soon as is practicable.

5. HELPING VICTIMS OF ABUSE

As a Camp, we are committed to supporting victims of abuse, and encouraging them in their faith. Counselling for sexual abuse is complex, requiring a great deal of skill and training. However pastoral support is often useful in helping the survivor to deal with the situation, to acknowledge feelings and to pray about issues. It can help a child accept that God loves them just as they are.

5.1. How to Respond to a Child Wanting to Talk About Abuse

It is not easy to give precise guidance. However, in Annex 3 there are some general points made, some helpful things that you may say or show, and some things that you should not to say. There are also suggestions on concluding.

5.2. What to Do Once a Child Has Talked to You About Abuse

- Make notes as soon as possible (preferably within an hour of being told). Write down exactly what the child said; write what you said in reply to the child, when the child said it and what was happening immediately beforehand (for example, a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes securely, even if these have been typed subsequently. Use Form A - Worker's Action Sheet.
- Report your discussion as soon as possible to the Co-ordinator. If the Co-ordinator is implicated, report it to a Deputy Co-ordinator. If both are implicated, report it to CCPAS or to Social Services if preferred.
- You should not discuss your suspicions or allegations with anyone other than those nominated in the above point.
- Once a child has talked about abuse the Co-ordinator should consider if it is safe for a child to return home to a potentially abusive situation. On rare occasions, it might be necessary to contact Social Services or the police immediately. This would be to discuss putting into effect safety measures for the child, so that the child does not return home.

6. WORKING WITH OFFENDERS

6.1. Attitude to Offenders

If someone wishing to help on Camp is known to have abused children, friendship will still be extended to the individual. However, the Trust is committed to protecting all children. The Trust considers it is inappropriate to appoint such offenders to work where they come into contact with the children or young people.

6.2. Constraints Regarding Offenders

The Trust would not appoint Leaders or young people's workers who have committed sexual offences or offences against children or young people, or those who have a record of violent behaviour.

This document is based on a Model Child Protection Policy supplied by the Churches Child Protection Advisory service - a project of PCCA Child Care. A copy of the policy and all amendments will be filed with CCPAS. Other Churches or organisations without the written agreement of CCPAS must not copy this Policy.

ANNEX 1: DEFINITIONS OF ABUSE

The definitions of child abuse recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Employment and the Home Office in their joint document 'Working Together to Safeguard Children (1999)' are as follows:

ABUSE AND NEGLECT

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, and by those known to them or, more rarely, by a stranger.

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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy*.

EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment of a child, though it may occur alone.

SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

ORGANISED ABUSE

Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.

Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools. (A child may suffer more than one category of abuse).

*Munchausen's Syndrome by proxy

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: "A form of child abuse in which the parents, or carers, give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children."

ANNEX 2: RECOGNISING AND RESPONDING TO ABUSE

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

PHYSICAL SIGNS OF ABUSE

Any injuries not consistent with the explanation given for them

Injuries that occur to the body in places that are not normally exposed to falls, rough games, etc.

Injuries which have not received medical attention

Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.

Reluctance to change for, or participate in games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises, bites, burns, fractures, etc. which do not have an accidental explanation

Cuts/scratches/substance abuse

INDICATORS OF POSSIBLE SEXUAL ABUSE

Any allegations made by a child concerning sexual abuse

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play

Sexual activity through words, play or drawing

Child who is sexually provocative or seductive with adults

Inappropriate bed-sharing arrangements at home

Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations

Eating disorders - anorexia, bulimia

EMOTIONAL SIGNS OF ABUSE

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.

Nervousness, frozen watchfulness.

Obsessions or phobias.

Sudden under-achievement a lack of concentration.

Inappropriate relationships with peers and/or adults.

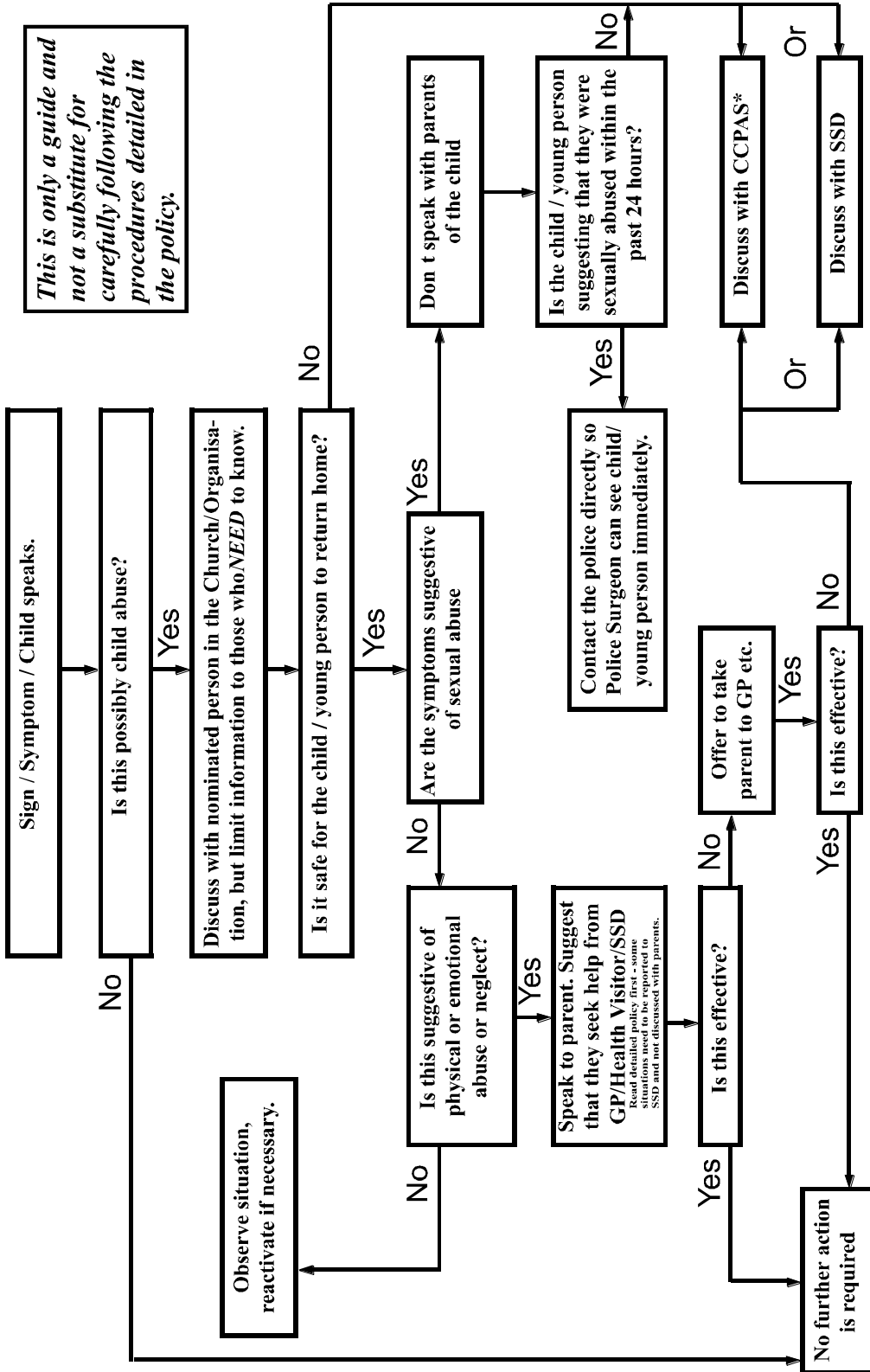
Attention-seeking behaviour.

Persistent tiredness.

Running away/stealing/lying

ANNEX 3: CHILD PROTECTION POLICY FLOW CHART

What To Do When You Suspect Child Abuse



*CCPAS = PCCAs Churches Child Protection Advisory Service

ANNEX 4: HOW TO RESPOND TO A CHILD WANTING TO TALK ABOUT ABUSE

It is not easy to give precise guidance, but the following may help:

GENERAL POINTS

Show acceptance of what the child says (however unlikely the story may sound)

Keep calm

Look at the child directly

Be honest

Tell the child you will need to let someone else know - do not promise confidentiality

Even when a child has broken a rule, they are not to blame for the abuse

Be aware that the child may have been threatened or bribed not to tell

Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.

HELPFUL THINGS YOU MAY SAY OR SHOW

I believe you (or showing acceptance of what the child says).

Thank you for telling me.

Its not your fault.

I will help you.

DON'T SAY

Why didn't you tell anyone before?

I can't believe it!

Are you sure this is true?

Why? How? When? Who? Where?

Never make false promises.

Never make statements such as 'I am shocked, don't tell anyone else'.

CONCLUDING

Again reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens. You might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse.

Contact the person in your Camp organisation responsible for co-ordinating child protection concerns or contact an agency such as CCPAS for advice or go directly to Social Services/Police/NSPCC.

Consider your own feelings and seek pastoral support if needed.

Make notes as soon as possible (preferably within one hour of the child talking to you. Write down exactly what the child said and when the child said it, what you said in reply and what was happening immediately beforehand (for example, a description of the activity). Record dates and times of these events and when you made the record. Keep all hand written notes, even if subsequently typed. Such records should be kept safely for an indefinite period.

ANNEX 5: GUIDELINES FOR DISCIPLINE

GENERAL POINTS

Build healthy relationships with children and be a good role model, setting a good example. You can't expect children or young people to observe ground rules if you break them yourself.

Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy.

Look honestly at your programme - if children are bored, they misbehave. Is the programme at fault?

Never smack or hit a child and don't shout - change voice tone if necessary.

Discipline out of love NEVER anger. (Call on support from other leaders if you feel you may deal with the situation unwisely in your anger).

Each child is unique, special and individual, and each child needs a different method of being dealt with. We need to ask why the child is behaving that way.

Separate children who have a tendency to be disruptive when together. Give them a chance, warn them and only separate if they are disruptive as a last resort.

Have the child sit right in front of you or get a helper to sit next to the child.

Be pro-active and encourage helpers to be pro-active and not wait to be told to deal with a situation.

Warn a child that you will speak to their parents and do so if necessary. Warn them, send them outside the room (care re supervision), back into the service. (Never impose a total ban without reference to your leader and ensure parents are advised in cases of banning.)

If a child's behaviour is constantly disruptive, seek advice and guidance from a senior leader.

DISCIPLINARY SESSION

Take the child aside and talk to them, challenge them to change, whilst encouraging them on their strengths.

Ask God for wisdom, discernment and understanding and pray for and with the child.

Work on each individual child's positives, do not compare them with each other, but encourage and build them up, giving them responsibility for simple tasks.

Be consistent in what you say and ensure that other workers know what you have said - this avoids manipulation.

Lay down ground rules e.g. no swearing, racism or calling each other names, a respect for property, and make sure the children understand what action will be taken if not kept.

Pray before you meet and talk over the session before you leave.

ANNEX 6: USEFUL NAMES & ADDRESSES AND TELEPHONE NUMBERS

1. The Co-ordinators

Mr D F Jack,
Wentworth,
London Road,
Attleborough,
NR17 1BQ.

Tel: 01953 457767

2. The Deputy Co-ordinators

Mr A Cardy,
101 Downing Close,
Ipswich,
IP2 9EQ.

Tel 01473 601072

3. Churches Child Protection
Advisory Service

PO Box 133
SWANLEY

Kent

BR8 7UQ

☎ 0845 120 4550

☎ 0845 120 4551-helpline

Fax 0845 120 4552

Web: <http://www.ccpas.co.uk>

E-mail: info@ccpas.co.uk

*Providing support and training
across all Christian denominations
and can advise and support in policy
formulation and help in individual
cases of abuse.*

4. Social Services

Tel 08456 023023

VCT CHILD PROTECTION POLICY

5. Hospital

Ipswich Hospital Tel 01473 712233

Riverside Clinic,
2 Landseer Road,
Ipswich.
Tel 01473 299622

6. Doctors

Dr J Fisher,
Hadleigh Health Centre,
Market Place,
Hadleigh
Tel : 01473 822961

NHS Direct

☎ 0845 4647

7. Dentists

Mr Hoffman
11a Tuddenham Road,
Ipswich,
Tel : 01473 252400

8. Police

Tel : 01473 613500

9. National Organisations

NSPCC

42 Curtain Road
LONDON. EC2A 3NH

☎ 0207 825 2500

☎ 08008 800 500-24 hour helpline

The helpline gives advice to anyone about child abuse issues. NSPCC also has excellent publicity information and leaflets.

ChildLine

Freepost 1111

LONDON. N1 0BR

☎ 0207 239 1000

☎ 0800 11 11 – children's 24 hr helpline

National free helpline for children in trouble or worried. The 0800 number is specifically for children's use. They will offer advice and direct help and can act if the child requests practical help.

Kidscape

152 Buckingham Palace Road
LONDON. SW1W 9TR

☎ 0207 730 3300

VAUXHALL CHRISTIAN TRUST WORKER'S ACTION SHEET

C O N F I D E N T I A L

Details of Child or Young Person

Surname _____ Male/Female _____

Forenames _____

Address _____

Post Code _____

Date of Birth _____

Details of Person Reporting the Event

Surname _____ Mr/Mrs/Miss _____

Forenames _____

Address _____

Post Code _____

Date and Time _____

Sequence of Events/Actual Words Used/Observations

(Use body chart where appropriate, but do not undress the Child)

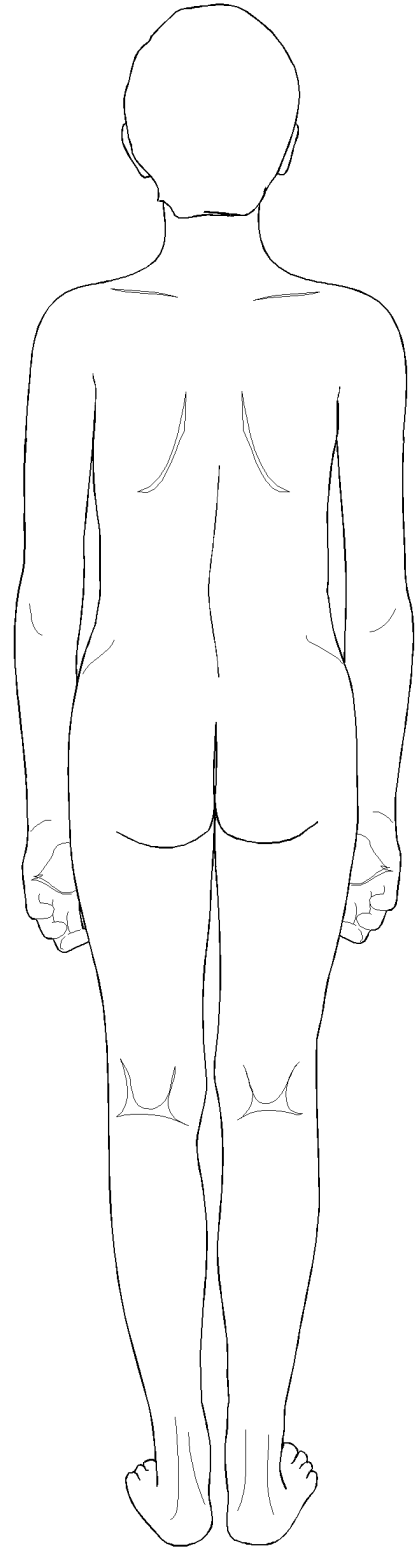
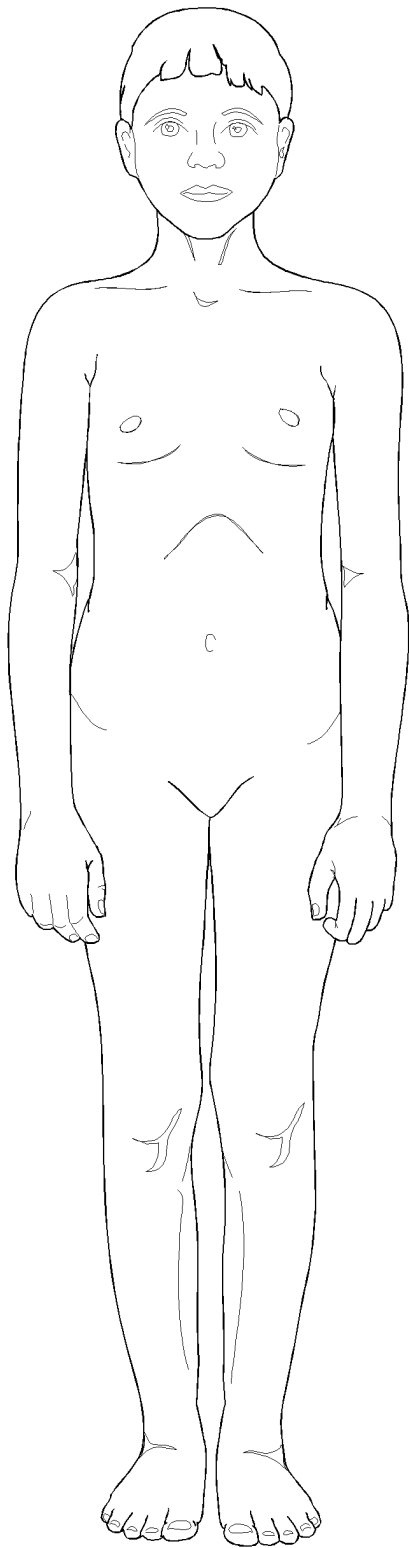
Action Taken

Name of Person Contacted

Date and Time _____

Notes

BODY CHART



VAUXHALL CHRISTIAN TRUST

WORKER'S APPLICATION FORM

Please print clearly. If there is insufficient room to answer any question fully, please continue on a separate sheet. The information will be kept confidentially by the Camp, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Surname	Mr/Mrs/Mis
	s
Forenames	_____
Address	_____

Post Code	_____
Maiden Name	_____
Any Former Names	_____
Date and Place of Birth	_____
Daytime Telephone Number	_____
Evening Telephone Number	_____
No. of years at this Address	_____
If less than 3 years, please give previous address(es) with dates	
Address	_____

Post Code	_____
Dates From and To	_____

The Local Church to which you belong:

	Church:	Elder/Minister:
Name	_____	_____
Address	_____	_____
	_____	_____
	_____	_____
Post Code	_____	_____

2. Work Details

Please tell us about your Christian experience (e.g. how long you have been a Christian, which church(es) you have attended and dates, name of elder/minister, any activities undertaken)

Please give details of any previous experience of looking after or working with children or young people. Please also detail any relevant qualifications or training.

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

If Yes, please give _____

Do you suffer, or have you suffered from, any illness which may directly affect your work with children or young people? Yes/No

If Yes, please give _____

3. References

Please give the names, addresses and telephone numbers of two people who know you well, and who would be able to give a personal reference. Please also state their rôle or relationship. In addition we reserve the right to take up character references from any other individuals deemed necessary. One of the people should be a church elder or minister.

Referees	1	2
Name	_____	_____
Address	_____	_____
	_____	_____
Post Code	_____	_____
Telephone Number	_____	_____
Rôle or Relationship	_____	_____

4. Declaration

Because of the nature of the work for which you are applying, it is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act.

Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? (NB The disclosure of an offence might not necessarily prohibit your appointment) Yes/No _____

If yes, please give details including the nature of offence(s) and dates: _____

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? Yes/No _____

If yes, please give details and dates: _____

Has there ever been any cause for concern regarding your conduct with children? Yes/No _____

If yes, please give _____

To your knowledge, have you ever had any allegation made against you which has been reported to, and investigated by, Social Services or the Police? Yes/No _____

If yes, please give details, dates and outcomes (We will need to discuss this with you). _____

As the nature of this work post involves substantial, unsupervised contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service/Scottish Criminal Records Office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO 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.

Please complete the attached voluntary disclosure form, place it in a sealed envelope, and address it to Mr D F Jack, Wentworth, London Road, Attleborough, NR17 1BQ. (VCT Recruiter) with whom you are welcome to discuss any aspect of this procedure.

VCT CHILD PROTECTION POLICY

**I have sent the voluntary disclosure form to the recruiter in a separate sealed envelope.
I confirm that, to the best of my knowledge, the submitted information is correct and complete.**

Signed: _____ **Date:** _____

VAUXHALL CHRISTIAN TRUST

WORKER'S DECLARATION FORM

Please print clearly. If there is insufficient room to answer any question fully, please continue on a separate sheet. The information will be kept confidentially by the Camp, unless requested by an appropriate authority.

1. Personal Details

We may need to see birth/marriage certificates to check names.

Surname	Mr/Mrs/Mis
	s
Forenames	_____
Address	_____

Post Code	_____
Maiden Name	_____
Any Former Names	_____
Date and Place of Birth	_____
Daytime Telephone Number	_____
Evening Telephone Number	_____
No. of years at this Address	_____
If less than 3 years, please give previous address(es) with dates	
Address	

Post Code	_____
Dates From and To	_____

The Local Church to which you belong:

	Church		Elder/Minister
Name	_____		_____
Address	_____		_____
	_____		_____
	_____		_____

Post Code

2. Declaration

Because of the nature of the work for which you are applying, it is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act.

Have you ever been charged with or convicted of a criminal offence, or are you at present the subject of criminal investigations? (NB The disclosure of an offence might not necessarily prohibit your appointment) Yes/No _____

If yes, please give details including the nature of offence(s) and dates: _____

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility? Yes/No _____

If yes, please give details and dates: _____

Has there ever been any cause for concern regarding your conduct with children? Yes/No _____

If yes, please give _____

To your knowledge, have you ever had any allegation made against you which has been reported to, and investigated by, Social Services or the Police? Yes/No _____

If yes, please give details, dates and outcomes (We will need to discuss this with you). _____

As the nature of this work post involves substantial, unsupervised contact with children or vulnerable adults, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through the Disclosure and Barring Service/Scottish Criminal Records Office. As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions*. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO 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.

Please complete the attached voluntary disclosure form, place it in a sealed envelope, and address it to Mr D F Jack, Wentworth, London Road, Attleborough, NR17 1BQ. (VCT Recruiter) with whom you are welcome to discuss any aspect of this procedure.

VCT CHILD PROTECTION POLICY

**I have sent the voluntary disclosure form to the recruiter in a separate sealed envelope.
I confirm that, to the best of my knowledge, the submitted information is correct and complete.**

Signed: _____ **Date:** _____

VAUXHALL CHRISTIAN TRUST

ACCIDENT AND INCIDENT SHEET

Date and Time of the Incident

Day of the Week day **Date** _____ **Time** _____

Where the Incident took Place

Details of Who was Involved in the Incident

Surname & Title			
Forenames			
Address			
Post Code			
Sex & Age			

Details of Camp Leader and Who was Responsible at the Time of the Incident

	Camp Leader	Responsible Person
Surname & Title		
Forenames		
Address		
Post Code		
Telephone		

Details of Other Supervisors

	1	2	3
Surname & Title			
Forenames			
Address			
Post Code			

VCT CHILD PROTECTION POLICY

Telephone

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VCT CHILD PROTECTION POLICY

Signed: _____ **Date:** _____
Name (Please Print) _____

Form Reviewed by Camp Leader

Signed: _____ **Date:** _____

VAUXHALL CHRISTIAN TRUST
HEALTH FORM

C O N F I D E N T I A L

Personal Details

Surname _____ Male/Female _____
Forenames _____
Address _____

Post Code _____

Date of Birth _____ 19 _____
(day (month) (year)
)

Home Telephone No. _____ (Including Code)
(Please quote a fixed land line if at all possible)

Emergency & First Aid Permission

I hereby authorise the Camp Leaders to arrange any first aid, and to give permission for any medical, dental or surgical treatment considered necessary for the above named camper.

Signed: _____ | Mother/
Name: _____ | Father/
Date: _____ | Legal
Guardian

THIS FORM MUST BE HANDED IN ON ARRIVAL AT CAMP

Medical Details

1. Have you had, or been in contact with, any infectious diseases or infestations in the past month? Yes/No
If "Yes", please give details: _____

2. Have you ever had any of the following:
- Asthma or Bronchitis?..... Yes/No
 - Heart Condition? Yes/No
 - Fits, Fainting or Blackouts? Yes/No
 - Severe Headaches or Migraine? Yes/No
 - Anxiety or Depressive Tendencies? Yes/No
 - Diabetes (sugar intolerance abnormalities)? Yes/No
 - Allergies to any drugs (e.g. aspirin, antibiotics)? Yes/No
 - Allergies to anything else (e.g. food, drink, plaster)? Yes/No
 - Menstrual or other gynaecological disorders? Yes/No
 - Other illness, disability, or disorders? Yes/No
- If "Yes" to any , please give details: _____

3. Are you now having any medical or surgical treatment from your hospital or your family doctor or dentist? Yes/No
- If "Yes", have you been given specific advice to follow in emergencies? Yes/No
- Please give treatment details and emergency advice on a separate sheet of paper.*
4. Are you taking any medication? Yes/No
If "Yes", please specify any medicines: _____

5. Are you taking any other tablets, pills or potions? Yes/No
(E.g. vitamins, hormone pills, health supplements, laxatives, etc)
If "Yes", please give details: _____
6. Have you had a tetanus injection in the last ten years? Yes/No
If "Yes", please give date: _____
7. Are there any other medical details or circumstances? Yes/No
If "Yes", please give details: _____

ALL MEDICINES MUST BE HANDED TO THE CAMP LEADER OR MEDICAL PERSONNEL

It is important that all details are fully recorded, as any treatment given will rely on the completeness and accuracy of the information provided. If necessary, continue on another sheet and attach it to this form.

National Health Service Details

N.H.S. No (as on medical card) _____

National Insurance No. (if applicable) _____

Doctor's Name _____

Surgery Address _____

**Post
Code**

Telephone No. _____ **(Including Code)**

Parental Details

Full Names of Parents/Guardian s		Male
		Female

Contact Details

Contact Person while at Camp (if not parent/guardian):

Name _____

Relationship _____

Contact Address while at Camp (if not camper's home address):

Post Code

Home Telephone No. _____ **(Including Code)**

Work Telephone No. _____ **(Including Code)**

Mobile Telephone No. _____ **(Including Code)**

NOTE: This Form will be kept by the medical personnel. However, if extra confidentiality or clarification is required, a separate letter may also be included.

For display on camp notice board

VAUXHALL CHRISTIAN TRUST CHILD PROTECTION POLICY STATEMENT

The Camp has had a continuing children's and young people's ministry since 1953. The VCT takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the Camp's care.

The current policy was agreed at the Vauxhall Christian Trust Meeting on 16th March 2007. This includes as part of the Camp's Mission, to which the Trust is committed, the following:

- We aim to listen to, relate effectively to, and value children and young people whilst ensuring their protection within camp activities.
- We will endeavour to encourage and support parents and carers.
- We will provide support and training opportunities to our camp workers.
- We will have a system for dealing with concerns about abuse.
- We aim to maintain good links with the statutory childcare authorities.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as Child Protection Co-ordinators for the Camps:

The Co-ordinators

**Mr D F Jack,
London Road,
Attleborough,
Norfolk.
NR17 1BQ
Tel : 01953 457767**

The Deputy Co-ordinators

**Mr A Cardy,
101 Downing Close,
Ipswich,
IP2 9EQ.
Tel 01473 601072**

A copy of the full policy can be seen on request. Please ask one of the Camp Child Protection Co-ordinators.

VAUXHALL CHRISTIAN TRUST

INFORMATION LEAFLET FOR PARENTS

Camp Details

- The Vauxhall Christian Trust campsite is available from 1st March to 31st October each year

Trust Statement

The Camp has had a continuing children's and young people's ministry since 1953. The VCT takes seriously its responsibility to protect and safeguard the welfare of children and young people entrusted to the Camp's care.

Child Protection Policy

The current Child Protection Policy was agreed at the Vauxhall Christian Trust Meeting on 12 October 2007. This includes as part of the Camp's Mission, to which the Trust is committed, the following:

- We aim to listen to, relate effectively to, and value children and young people whilst ensuring their protection within camp activities.
- We will endeavour to encourage and support parents and carers.
- We will provide support and training opportunities to our camp workers.
- We will have a system for dealing with concerns about abuse.
- We aim to maintain good links with the statutory childcare authorities.

Areas of Policy

The Trust recognises that many children and young people are the victims of neglect, and physical, sexual, and emotional abuse. Accordingly, the Trust has adopted a Child Protection Policy. This policy, which will be reviewed annually, sets out agreed guidelines relating to the following areas:

- Recognising and responding to allegations of abuse, including those made against Leaders of the Camp.
- Appointing Camp Workers.
- Supervision of activities and practice issues.
- Helping Victims of Abuse.
- Working With Offenders.

Child Care Agency Links

The Trust recognises the need to build constructive links with the childcare agencies. Accordingly, these guidelines have been prepared in consultation with the Child Protection Advisory Service (CCPAS) who holds a copy of this policy.

Responsibility at Camp

- The Camp Child Protection Co-ordinator has responsibility to action all allegations or suspicions of abuse. If the suspicions in any way involve the Co-ordinator then the matter would be reported to a Deputy Co-ordinator.
- If the suspicions in any way implicate the Co-ordinator and all the Deputy Co-ordinators, then Social Services would be contacted in accordance with the Child Protection Policy. CCPAS can be contacted for advice.

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as Child Protection Co-ordinators for the Camps, and are Camp Trust Members:

The Co-ordinators (Camp Leaders)

A copy of the full policy can be seen on request. Please ask one of the Camp Child Protection Co-ordinators.

)

VAUXHALL CHRISTIAN TRUST
VOLUNTARY DISCLOSURE FORM
S T R I C T L Y C O N F I D E N T I A L

All applicants are asked to complete this form (making a 'nil' return if appropriate), returning it in a separate sealed envelope, as below:

Appointment of _____
(state position)

Voluntary Disclosure

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that that details of pending prosecutions, previous convictions, cautions, or bind overs against me will be disclosed along with any other relevant information which may be known to the police, Department of Health or the Department for Education and Skills.

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of criminal investigations/pending prosecution?

• YES • NO (Please tick)

If yes, please give details including the nature of the offence(s) and dates

Signed _____ Date _____

Print Name _____

Address _____

Telephone _____