

CHILD PROTECTION POLICY of UNITED BEACH MISSIONS

(Registered charity: United Beach Mission Trust - 273912)

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CONTENTS

1	INTRODUCTION	pages 3-4
1.1	What We Do	page 3
1.2	Our Safeguarding Responsibilities	page 3
1.3	Key Principles	page 3
1.4	Definitions	page 4
2	GOOD PRACTICE	pages 4-7
2.1	Before the Mission	page 4
2.2	During the Mission	page 5-6
2.3	After the Mission	pages 6-7
2.4	Postal Bible Club	page 7
3	RECOGNISING ABUSE	page 8
4	WHAT TO DO IF A CHILD CONFIDES IN YOU	pages 9-10
5	WHAT TO DO IF AN ALLEGATION IS AGAINST A TEAM MEMBER	Page 11
6	TEAM LEADER'S DECLARATION	Page 11
	APPENDIX 1 – Recognising Abuse	Pages 12-13
	APPENDIX 2 – Consent Form for Off-site Activities for the 11-16 Age Group	Page 14
	APPENDIX 3 – UBM Accident / Incident Report Form	Page 15
	APPENDIX 4 – Risk Assessment where DBSs are not mandatory	Page 16
	APPENDIX 5 – Request for a Reference for a Team Member	Page 17
	APPENDIX 6 – Summary of Changes since Previous Issue	Page 18

I INTRODUCTION

1.1 What We Do

United Beach Missions (UBM) is a Christian organisation (consisting mainly of volunteers) whose core work is to run activities for whole families, including children and young people, on the beaches of the UK, the Republic of Ireland and in Continental Europe. We share with them the good news of Jesus and the message of salvation as revealed in the Bible, the Word of God. Part of this core activity includes administering a Postal Bible Club (PBC) which children (with parental consent) can sign up to. UBM runs other activities that are not directly related to children or young people.

1.2 Our Safeguarding Responsibilities

We believe it is important to protect both the children and young people to whom we minister and our workers from any false accusations. UBM is committed to safeguarding children and compliant with the Children's Act 1989 and Children's Act 2004 as well as biblical principles.

Throughout the Bible we are often reminded about how important children are in the eyes of God. Children were clearly valued by Jesus and he spent time with them. We must follow his example as we work with children and young people.

"Then the little children were brought to Jesus for him to place his hands on them and pray for them --- Jesus said, 'let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" (Matt 19:13-15)

We are also reminded of the seriousness of harming children.

"If anyone causes one of these little ones who believes in me to sin, it would be better for him to have a millstone hung around his neck and to be drowned in the depth of the sea." (Matt 18:6)

We have an awesome responsibility to teach children, by word and example, who God is and what he requires of us. Although we run our activities such that children always remain the responsibility of their parents/carers, we still take seriously our duty of care for the children and young people we meet.

UBM will regularly review its policy and will continually update and comply with current legislation and best practice.

1.3 Key Principles

As Christians, we have a responsibility to protect and safeguard the welfare of children and young people entrusted in to our care. We need to make every effort to ensure safe practices are developed, communicated and adhered to by all who are connected to the operation of United Beach Missions and its associated activities. We will:

- listen to, relate effectively and value children and young people whilst ensuring their protection within our activities.
- work in partnership, as appropriate, with parents, carers, statutory agencies and other organisations.
- follow carefully the procedures for recruitment and selection of team members.
- ensure that team members are given support and appropriate training so that they are aware of and act according to good practice.
- have systems in place for dealing with concerns about possible abuse.
- take responsibility to appropriately report any disclosures of abuse, suspicions or concerns

1.4 Definitions

For the purpose of this document the following definitions have been used:

- Child/young person – any person under the age of 18 years
- Adult – any person aged 18 years or over

2 GOOD PRACTICE

It is worth noting that in the activities we run, children are always the responsibility of their parents. To that end, any event we run should be in full view of all parents of children taking part.

2.1 Before the Mission

- All team members will have a personal reference taken up (see Appendix 5).
- All team members will be given access to this policy with the clear instruction that they are expected to read, understand and adhere to it.
- On application team members will consent to the following statement:
"I understand that for missions involving children's work I will need to read the UBM Child Protection Policy before the mission."
- Team leaders will be asked to sign to confirm that they have read and understood the policy.
- For our family-based weeks of mission
 - All team members (from the UK) will undergo enhanced DBS (Disclosure and Barring Service) checks. This includes the cases where they are serving on teams outside of the UK.
 - Team members from outside the UK will have the equivalent checks from their own country. For example, team members living in Southern Ireland will apply to the Garda Central Vetting Agency by filling in the Data Protection Access Request Form to obtain the required certificate. If such a facility is not available a risk assessment will be required for that team member.
- For our non-family based weeks of mission (that is where there is no direct involvement with children), team members will not be required to undertake Disclosure checks.
- DBS checks will be renewed every five years. The date used for this calculation is that date of application to join a team.
- Where a person has signed up for the update service, we will check this.
- We will accept a team member if they can produce an enhanced DBS certificate issued through another organisation and we can use the update service (or within the past 12 months without the need for the update service).
- In the event that a DBS certificate has not been issued before the applicant is due to join a team, that case will be referred to the Executive Officer. It may be permissible to allow team members to join these teams depending on what activities they are involved in (e.g. cooking for the team). This will not be permitted routinely and may require a thorough risk assessment (appendix 4) to be completed.
- Applicants will be prevented from joining teams if an unsatisfactory reference is given and/or an acceptable DBS certificate is not received (i.e. it reveals information which means participation on a UBM team is not appropriate). We do not record this information – only whether a person's certificate is acceptable or not.
- Applicants will be prevented from joining teams if they are currently being investigated for criminal offences against children regardless of what the outcome might be. An applicant is required to declare this on application.
- DBS checks for team members aged 15 are not legally required but this will not prevent them from joining teams. As with all team members they will be on teams where there is supervision from experienced team leaders.
- UBM's Management Groups will monitor relevant child protection legislation in the jurisdiction(s) in which they work.
- UBM will ensure that team leaders are briefed regularly on Child Protection issues (e.g. at the annual training days and via regular email correspondence).

2.2 During the Mission

The two overriding principles are:

- We have a legal responsibility to keep children safe.
- We have a biblical responsibility to love children as Jesus would and pray for them.

General principles

- All children and young people should be treated with respect and dignity befitting to their age.
- Children and young people should not be bullied, excluded, made fun of, ridiculed, rejected, scape-goated or anything that results in them being hurt or upset.
- Good behaviour should be positively and verbally encouraged and rewarded.
- Inappropriate behaviour will be challenged.
- Keep your word.
- Treat each person as an individual and be sensitive to his or her own specific needs and wishes.
- All team members must proactively act as a good example at all times. Being acutely aware of the needs of others should be a key motivation.

Specific principles for beach work

- Team leaders will ensure that all team members receive the appropriate reminders about our safeguarding responsibilities at the start of each week of mission.
- Children should not be allowed in to the team HQ unless accompanied by their parent or carer.
- The above applies to all under the age of 18 except when an official activity is taking place at the HQ and a permission slip has been completed (see appendix 2).
- Leaflets used to invite children to meetings should specifically say that children remain the responsibility of parents and/or that UBM cannot accept responsibility for them.
- Wherever possible, any invitation should be given to an adult who is with the child.
- Team members should encourage parents to bring children to the meeting themselves.
- If parents request a team member to take their child to the meeting it should be pointed out that we cannot take responsibility for that child during the meeting or the disclaimer on the publicity flyer highlighted.
- Team members should avoid being alone with a child and all activities should take place within public view.
- Team members should not take children off on their own to the toilets etc.
- If working with the 11+ age group and activities are going to take place off the beach a parental consent form will be required. (See appendix 2).
- Consent forms will not be necessary if the 11+ age group join the team informally for a game of football etc. where the activity is not an official meeting.
- Team members should be consistent in the meetings to avoid disputes. i.e. giving out of prizes.

Principles about physical contact

- Be careful of physical contact in the more boisterous games.
- In games team members must remember their size and strength and so restrict involvement for the safety of young children. The overall responsibility for this belongs to the team or activity leader.
- Physical contact should only ever be initiated by the child and only used when appropriate. i.e. an arm around a shoulder when a child is hurt.
- Reasonable physical constraint should only be used if a child is endangering themselves or someone else and only as a last resort.

Discipline principles

- Physical punishment must **never** be used as a form of discipline.
- Non-physical punishment is also inappropriate. We encourage positive behaviour and challenge/manage inappropriate behaviour.
- Children who continually disrupt the meeting or put other children at risk should be asked to leave the meeting and taken back to their parents as appropriate.
- If a disruptive child refuses to leave the meeting ask parents, if on the beach, to deal with the child.
- If parents of a disruptive child are not available, remain calm and try and use diversionary tactics until the meeting ends. Do not physically remove the child from the meeting unless absolutely necessary and the child is putting others at risk. As a last resort and when other strategies have been exhausted; call the police.

Principles for dealing with accidents and injuries

- If a child or young person hurts himself or herself to such an extent that minor medical treatment is required, parents should be informed. If parents are not on the beach they should be taken to the beach first aid post (if there is one).
- Accidents should be recorded and placed in the centre file (appendix 3).
- Avoid administering first aid unless absolutely necessary or a team member holds a current first aid certificate.

Principles for taking photographs

- Any photos/videos taken should be done publicly and visibly.
- Photographs must not be indecent. Avoid taking photographs of people in swimwear.
- Any photographs submitted to UBM for publication and/or use in publicity should be accompanied with full details as to who took the photograph, where and when it was taken, what it depicts and if it shows something embarrassing (team member getting soaked for example) confirmation that that person is happy for it to be used.
- Do not take a photograph of any person/persons who have expressly asked not to be photographed.
- Do not take a photograph of an individual child without explaining to the child's carer what you are doing and asking for permission. It is preferable to take photographs of children in groups.
- Team members should remember that UBM has a spiritual reputation and depends on the goodwill of the public. This should be borne in mind when posting photographs on the internet, especially social media.
- There should not be any photographs taken of any team members aged under 18 (or indeed any age) which they do not want to be taken.
- These guidelines are based on legal advice sought by UBM.

2.3 After the Mission

Any correspondence between a team member and a child after a mission must be done openly and transparently. This includes correspondence via paper (e.g. Royal mail), any form of messaging (e.g. emails, texts, WhatsApp) and social networking sites.

- Keeping in touch with children must have the express written permission of the parent/ guardian. Team members must tell UBM (via the internal Follow Up Support System) if they are writing to children and this must clearly state they have written permission.
- If after the mission a child seeks to make contact with a team member (e.g. by requesting they become friends on facebook) then the team member should initially respond using a standard reply along the lines of:

Dear XX

Thanks for your email/text/friend request but I am afraid I cannot respond at the moment. In UBM we have a policy that all communication with those under the age of 18 should have parents' agreement. If your parents are OK with this then please ask them to let me know in writing.

Thanks

- Correspondence by Royal Mail should be by postcard or unsealed envelope if at all possible. A sender's name should be included on any envelopes or packages.
- The minimum age for any social networking site (e.g. facebook is 13) must be strictly adhered to.
- A team member must not arrange to meet up with a child.
- Avoid language which could be misconstrued (e.g. lots of love).
- It is inappropriate for team members to contact other team 'non-adult' members (i.e. younger than 18) unknown to them before or after the summer missions. This includes correspondence through Royal Mail, emails, text and WhatsApp messages and social networking sites.
- Even where team members know each other before the mission starts, contact with those <18 must be at the agreement of the parents.
- Only team leaders will have personal details of their prospective team members and use of these details is covered by separate data protection and privacy policies.
- Parents of team members under 18 will sign a consent (on application) acknowledging that team members do keep in touch post-mission. If they would rather this is not the case, they will contact the UBM office.

2.4 Postal Bible Club

UBM administers PBC for children met through our non-Irish missions. For Irish missions, PBC is administered by a third party.

- Children wishing to join the Postal Bible Club must have parental consent.
- The parents will be sent an introductory letter explaining how markers are allocated, the level of contact there will be and an opportunity for them to express their wishes.
- Any PBC marker does not need a DBS certificate since they are not having direct contact with the children or engaged in regulated child activity.
- We will, however, take up a reference from a PBC marker's church (or use the one if they have applied for a team). We will request an updated reference every three years.
- PBC markers are expected to agree to UBM's doctrinal basis.
- The child's personal details will not be included on the PBC activity sheets.
- All contact with the children goes through the office (whether it is returned lessons or a birthday card or little note to the children). This correspondence from a marker to a child should be addressed to the parent/guardian of the child.
- If, however, a parent gives express written permission for correspondence to be sent directly to their home address, this permission has to be done through the UBM office.
- For transparency, markers should keep a simple log of what they send the children through the office (e.g. birthday cards). The UBM PBC office will keep a record too.
- We will encourage parents to monitor all mail and to contact UBM if there are any causes for concern.
- Open letters (i.e. that can be read by parent) are advised.

3 RECOGNISING ABUSE (SEE APPENDIX 1)

We need to remember that on beach mission you will only be meeting children and young people for a limited period of time and sometimes that meeting may be a one-off. This means that, firstly, recognising abuse will be difficult as concerns are normally noted over a long period of time. Secondly, it is unlikely that child or young person will disclose abuse to you as this normally comes through a relationship built on trust over a longer period of time than we work with them on UBM. However, we do need to be prepared for the unthinkable. Appendix 1 contains some general signs that may be noticeable in different types of abuse. They will not all be applicable to the beach mission situation.

4 WHAT TO DO IF A CHILD CONFIDES IN YOU

Apart from the person filling in a report, the designated people who should be informed when a complaint or allegation is made are the leader of the team and the UBM Executive officer (who will inform the UBM Chairman who acts as the Child Protection Officer). The UBM Executive Officer might also refer to UBM's designated person on legal implications.

The key point is to record any discussion as accurately and as soon after the discussion as possible and certainly within 24 hours. Once recorded and reported the team member's job is done. (See end of this section.)

It takes a great deal of courage for a child to talk to another adult about their abuse. The child may have to betray a person who is not only close to them, but also loved by them and they are risking a great deal in the hope that you will believe what they say.

- Remain calm, accessible and receptive.
- Listen carefully, without interrupting.
- Be aware of your own non-verbal messages.
- Make it clear that you are taking them seriously.
- Acknowledge their courage and reassure them that they are right to tell.
- Reassure them that they should not feel guilty.
- Let them know you are going to do everything you can to help them and this may mean taking further action.
- Do not allow your shock or distaste to show.
- Do not probe for more information than is offered.
- Do not make negative comments about the alleged abuser.
- Do not agree to keep the information secret. An allegation must be reported and recorded.
- Do not make any promises that you cannot keep i.e. "everything will be alright."
- Make notes of what was said. These should include:
 - Name of child
 - DOB *
 - Address *
 - What the child said, use their words
 - When and where it was said, what was the activity immediately before
 - Name of person making the report
 - Date
 - Signature

Some of this information will be impossible to get in the context of beach mission but get as much as you can and if you can't get specifics use descriptions, i.e. "Paul aged about 7 from Liverpool. Has blonde hair, average height etc." However, the more specific the information the more useful it will be for the authorities if this needs to be followed up.

*Sometimes you may be able to ask outright for the child's address and DOB depending on the relationship that has developed over the length of contact. If this is not possible you may need to ask questions to get that information such as, "Whereabouts in Liverpool do you come from?" "How long have you lived there?" "What's the name of your street?" "When's your birthday?" "How old are you?" etc. You may feel awkward doing this but in the end your duty is to protect the child.

- Notes are not for you to give opinions. Just state the facts and be specific about what was said and done.

- Notes must be recorded within 24 hours of any concerns.
- Notes must be handed to the leader.
- Any concerns must be then be brought, by the leader, to the notice of the local Social Services Department or police. If the leader is unsure how to proceed you can contact the UBM office or the Executive Officer for further advice.
- Notes should be copied and sent to the UBM office where they will be kept indefinitely (do not destroy original notes).
- We are under a legal duty to report all suspected instances of abuse. This will be done by the Executive Officer when the incident is reported to him. A copy of the notes should also be given to the local Social Services Dept or police.
- Parents should not be informed except in consultation with the Child Protection Officer.

Remember you are not there to investigate; that is the role of the Police and Social Services. You could hinder an investigation by bad practice. Abuse is serious but we must be careful of not becoming paranoid and ceasing to enjoy working with the families we meet each summer.

Process

- The team leader (in conjunction with the team member) will compile the notes.
- These will then be sent to the Executive Officer.
- The team leader will phone the Executive Officer to appraise him of the situation and he will then be sent the notes.
- The notes will include a record of all conversations had and the Executive Officer will subsequently make a record of any further conversations he has.
- All notes will be kept securely for as long as is required and then will be securely destroyed.

5 WHAT TO DO IF THE ALLEGATION IS AGAINST A TEAM MEMBER

- If an allegation of sexual misconduct or physical injury is made against a team member or the leader, the Executive Officer or Chairman must be informed. The team member's pastor, the UBM child protection officer (currently the Chairman) and UBM's designated person for legal advice may be consulted by the Executive Officer for further advice.
- If the allegation is made against a team member they should cease from the children's work immediately until the issue is resolved. This is either by the child or parent retracting the allegation or if it is proven through independent witnesses that the allegation cannot be substantiated.
- If the allegation is against the team leader the same should apply and the Executive Officer or Chairman contacted immediately. They will then make a decision on what action should be taken.
- Always take the complaint seriously and never let it go unchallenged.
- Make full notes of the complaint. Include who said what and the actual incident of the complaint.
- If the complainant is a parent, inform the complainant of the action that is to be taken. Never inform a parent if the allegations are against a parent and never inform a parent without first obtaining advice from the Executive Officer or Chairman.
- Remember Social services or the police may still need to be informed.
- In the case of an allegation against a team member on another team member under the age of 18 the above should apply. This may result in one or both parties returning home from the mission early.
- Once any immediate actions that are required to ensure the safety of the children and staff are completed, the Executive Officer should be immediately informed.
- The LADO (The Local Authority Designated Officer) should be informed in the authority where the concern is raised so suggested process
- The LADO will advise next steps
- Discuss with the LADO the need to inform the home pastor if it's a volunteer who works with children and young people.

6 TEAM LEADER'S DECLARATION

I agree to abide by the good practice set out in this document (UBM's Child Protection Policy) and ensure that the team is aware of child protection procedures as set out.

Name:----- Signature: -----

Date: -----

APPENDIX I

Neglect

This is a very difficult form of abuse to recognise. It is often seen as less serious than other forms of abuse but its effects can be very damaging. Neglected children often develop more slowly than others and find it hard to make friends and 'fit in' with their peer group.

Physical signs

- Constant hunger and sometimes stealing food from others.
- Being in an unkempt state, frequently dirty or smelly.
- Loss of weight or constantly under weight.
- Being dressed inappropriately for the weather conditions.
- Untreated medical conditions.

Behavioural signs

- Being tired all the time.
- Frequently missing school or being late (though not relevant to UBM).
- Failing to keep hospital or medical appointments.
- Having few friends.
- Being left alone or unsupervised on a regular basis.
- Compulsive stealing or scavenging for food.

Physical Abuse

Most children collect cuts and bruises quite routinely, as part of the rough and tumble of daily life. This makes it difficult to spot those that are not accidental. Physical abuse may have occurred when the injuries fall into one or more of the following categories

Physical signs

- Injuries which a child cannot explain or explains unconvincingly.
- Injuries which have not been treated or treated inadequately.
- Injuries on parts of the body where accidental injury is unlikely. Such as cheeks, chest or thighs.
- Bruising which reflects hand or finger marks.
- Cigarette burns, human bites.
- Broken bones.
- Scalds, especially those with upward splash marks or tide marks where a child has been made to deliberately stand or sit in very hot water.

Behavioural signs

- A child is reluctant to have their parent contacted.
- Aggressive behaviour or temper outbursts.
- A child who runs away or shows fear of going home.
- Reluctance to get undressed for PE etc (although not relevant to UBM).
- Covering arms and legs even when hot.
- Depression or moods that are out of character with the child's general behaviour.
- Unnaturally compliant to parent or carer.

Sexual Abuse

Both girls and boys can be victims of sexual abuse and several factors combine to make abuse difficult to identify. Most acts of abuse (but not all) are likely to happen in private and child abusers will go to incredible lengths to prevent discovery.

The child is often threatened to keep silent and many children feel such a strong sense of guilt and shame that they are reluctant to speak about what has happened to them.

Physical signs

- Pain, itching, bruising or bleeding in the genital or anal areas.
- Any sexually transmitted disease.
- Recurrent genital discharge or urinary tract infections without apparent cause.
- Stomach pains or discomfort when child is walking or sitting down.

Behavioural signs

- Sudden or unexplained changes in behaviour.
- An apparent fear of someone.
- Running away from home.
- Nightmares or bedwetting.
- Self-harm, self-mutilation, attempts at suicide.
- Abuse of drugs or other substances.
- Eating disorders.
- Sexualised behaviour or knowledge in young children.
- Sexual drawings or language.
- Possession of unexplained amounts of money.
- The child taking on the parental role at home and functioning beyond their age.
- The child not being allowed to have friends.
- Alluding to secrets which they cannot reveal.
- Telling other children or adults about the abuse.

Emotional Abuse

Physical signs

- A failure to grow or thrive.
- Sudden speech disorders.
- Delayed development, either physical or emotional.

Behavioural signs

- Compulsive nervous behaviour such as hair twisting or rocking.
- An unwillingness or inability to play.
- An excessive fear of making a mistake.
- Self-harm or mutilation.
- Reluctance to have parents contacted.
- An excessive deference towards others, especially adults.
- An excessive lack of confidence.
- An excessive need for approval, attention and affection.
- An inability to cope with praise.

You can see from the signs given above that it is highly unlikely that you will recognise abuse in the short time you are in contact with the children on beach mission. These signs do not stand-alone and will usually only be recognisable as you have regularly weekly contact with children which will not be the case while you are on beach mission. However, it might be that a child discloses abuse to and you need to be able to respond in an appropriate manner.

APPENDIX 2

CONSENT FORM FOR OFF-SITE ACTIVITY FOR THE 11-16 AGE GROUP

Dear parent/carer

We intend to go to _____ on _____

We will be leaving the beach at _____

Your child will need the following with him/her:

We will arrive back at _____

This activity will/will not involve your child being transported in team members' cars.

All activities are covered by UBM insurance and every effort will be made to ensure your child's safety. However, we would be obliged if you could make yourself and your child familiar with the following conditions:

- Your child may only participate in the activity on the return of this consent form.
- Your child must be willing to follow the instructions of the activity leader. The activity will be run with the safety and the best interest of your child as a fundamental principle.
- UBM will only take responsibility for your child during the time s/he is with us.
- Every effort will be made to encourage your child to stay with the group and participate in the above activity.
- If your child decides to no longer participate in the activity and cannot be persuaded to stay with the group UBM's responsibility will cease.
- If the above should occur every effort will be made to contact you on the emergency phone number given.

In case of an emergency you can contact _____ (activity leader) on _____

Name of child: _____ DOB: _____

Address: _____

Emergency contact no.: _____

Doctors name and address: _____

Any allergies?

Any medication?

If it becomes necessary for my child to receive medical treatment and I cannot be contacted by phone I give my permission for my child to be treated and the leader in charge of the activity to sign any documents required for that treatment.

I have read the conditions set out above and have made my child aware of them and agree to abide by them. I realise that although due care will be taken, neither UBM or its team members will be liable for any injury or loss of personal property suffered.

Signed: _____

Date: _____

APPENDIX 3

UBM ACCIDENT REPORT FORM

Instructions

Following an accident occurring to either a team member or a member of the public, this form should be completed and returned immediately to the UBM office at UBM, c/o EMW, Waterton Cross Business Park, South Road, CF31 3UL. The leader should also exercise judgement in deciding in some more serious cases to report immediately to the office by telephone (0113 2304362). It is accepted that in the case of a member of the public they may not wish to disclose personal details such as their address, but other sections of the form should still be completed in the normal way.

1 Details of injured person

Name _____

Address _____

_____ Age (if under 18) _____

Status: Team member Public Other (specify) _____

2 Details of injury

Date _____ Time _____

Centre _____ Location (e.g. HQ or Beach) _____

Give nature of injury/part(s) of body affected:

Explain how the injury occurred:

3 Details of injured person

Give details of all action(s) and by whom:

Was the casualty sent to doctor's surgery? Yes No

Was the casualty taken to hospital? Yes No Was the casualty detained? Yes No

4 Witnesses

Give names and addresses of any witnesses:

5 Signature

Name of Team Leader: _____

Signature of Team Leader: _____ Date: _____

APPENDIX 4 – Example Risk Assessment

This assessment is to be completed on team members joining teams in foreign jurisdictions that do not require criminal record checks for working with children, and where no such checks can be obtained in time from within the UK.

Date of Risk assessment: _____ Name of Assessor: _____

Full name of applicant: _____

Address of Applicant: _____

Team location: _____ Age of applicant: _____

Start date of team: _____ Date team member applied: _____

Legal jurisdiction applicable on team: _____

1 Has applicant fully completed a UBM application form, including the declaration about criminal offences? **Yes/No**

2 Has a Senior UBMer known this individual personally for at least 5 years, and can they verify that there are no convictions or criminal investigations concerning the individual? **Yes/No**
Who and what date were they specifically asked? _____ date asked _____

3 Do we have a positive reference from their church leadership, specifically confirming that there are no known convictions or concerns? **Yes/No** Date reference obtained _____ Please **attach reference to this form.**

4 Can the applicant provide a full 5-year address history? **Yes/No**
Are there any gaps **Yes/No**

Where was the applicant during gaps? _____

5 Are there any other concerns that make this person unsuitable for working with children? In particular, any concerns regarding drugs, violence or sexual impropriety regardless of whether these involved children or adults. **Yes/No**

6 Has the applicant had previous criminal record checks of any kind from any other organisation?
Yes/No (You must see the certificate.)

Date obtained _____ Issuing authority _____

7 Has the applicant worked with children in any other capacity before? **Yes/No**
If "Yes", are they still engaged in that work? If not? Why did they leave? (You must ask them and if possible verify the information.)

A "No" answer to questions 1,2,3 or 4 will automatically exclude the team member. A "Yes" in questions 5 will automatically exclude a team member.

Signed _____ (name of assessor)

APPENDIX 5 – Request for a Reference

The following is an example request for a reference from a church leader.

Dear Church leader,

xxxxx has applied to come on a UBM team this year and has given your name as a referee for your church. Although we are asking you to return the reference request, it is important that this can be supported by your whole church leadership. UBM wants to work in partnership with local churches as the senders of team members to UBM teams. We emphasise both outreach and discipleship (a love for the Lord, each other and the lost). Most people find the experience valuable, challenging and rewarding. We hope they return home having benefited from their time of service and having learnt much that will be useful in the work of your church. We know you will do all you can to take an interest in and encourage xxx. Likewise, they too will appreciate your prayers and be greatly encouraged by your support.

If you provided a reference for xxxxx last year and nothing has changed, you can just reply and say 'same as last year.'

It would greatly help us if this reference could be completed as soon as possible.

You can reply by email to this address (or office@ubm.org.uk) or by post. If you have any reservations, you can mention them in your reply or speak directly with Tim Howlett on nnnnn nnnnn.

Firstly, can I ask for prayer from your fellowship for those who will be giving their time and energy to this work, especially those from your church? To help you, we would be delighted to put you on our prayer letter list - just fill in the details below.

Secondly, we do require that every team member must have a positive reference. Therefore can I ask that you answer the questions below? In particular please indicate which of the two statements listed is true.

Applicant: xxxxx

- 1) How long have you known the applicant?
- 2) Are they in regular fellowship in your church?
- 3) As far as you can discern are they saved and following the Lord?
- 4) Are they living a lifestyle compatible with being a Christian?
- 5) Is there anything about their health, mental or domestic situations that would give you concern about them joining a UBM team?

When answering the above please consider the following:

- a) A UBM team is typically 15-20 people of both sexes living in close contact similar to a family. It is important that team members are mature and trustworthy in dealing with people of the opposite sex.
- b) It is important that team members do not have any deep and serious pastoral issues that could surface during the week of mission.
- c) UBM teams share the gospel with adults and children in very public places. There are some sensitivities in how this is done and it is important that team members listen to and accept the leader's authority in how the week is run.

If there is any aspect that you think may make them unsuitable then please do not hesitate to call!

Please indicate which one of the two statements below is true:

We, as a church leadership, are happy to recommend xxxxx to serve on a UBM team.

We, as a church leadership, are not able to recommend xxxxx to serve on a UBM team for this year.

Your details:

.....

APPENDIX 6 – Changes since previous issues

Changes made for issue B (May 2011)

1. Added a front page and contents page (and numbered the sections).
2. Cosmetic changes to font types, font sizes etc.
3. Wording changes to the introduction.
4. Wording changes to the 'Before the Mission' section (for example details about DBS checks was rewritten as some of it was no longer relevant).
5. Reorganised the 'During the Mission' section and expanded the photographs section.
6. Added an "After the Mission" section to include facebook and Postal Bible Club and general follow-up of children (it now requests that written permission must be granted by the child's parent). A bullet point was added re contacting team members before and after the mission.
7. Added Appendix 5.

Changes made for issue C (Feb 2013)

1. Added a bullet point in section 2.1 about applicants agreeing to read the CPP.
2. Added a bullet point in section 2.1 to clarify our existing policy of not accepting on UBM teams applicants who are currently charged with criminal offences against children regardless of what the outcome might be.
3. Replaced CRB (Criminal Records Bureau) with DBS (Disclosure and Barring Service).
4. Changed the sentence on DBS checks for those 15 or under (in line with new legislation introduced Dec 2012).
5. Changed Appendix 5 to reflect the changes to the text to request a reference (introduced summer 2012).
6. A paragraph added at the end of section 2 to consider team members keeping in touch with each other post-mission.

Changes made for issue D (Jan 2019)

The main changes for this version have come from a) Phasic Ltd – a company that delivers specialist safeguarding advice and b) Bible Educational Services, the organisation that supplies our Postal Bible Club materials.

1. UBM address changed on front page.
2. Reworked section 1.
3. Sections 2.1 and 2.2 have been reordered and some statements strengthened or added.
4. Created section 2.4 (this will include some points that were in 2.3).
5. A paragraph added at the end of section 4 about process.
6. A few extra bullet points at the end of section 5.
7. Created a section 6 (which was previously in section 5).
8. Changed Appendices 3 and 6.