

# **SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY**

Version Updated: April 2025

## SECTION 1

# BROMLEY CHRISTIAN CENTRE SAFEGUARDING (CHILDREN AND VULNERABLE ADULTS) POLICY

Name of the church: BCC (*also known as Bromley Christian Centre*)  
Address: 2 Masons Hill, Bromley, Kent, BR2 9HA  
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Email: [office@bcc.church](mailto:office@bcc.church)  
Webiste: [www.bcc.church](http://www.bcc.church)  
Denomination: Assemblies of God  
Insurance: Public Liability with Kingdom Bank

### **BCC Statement**

This policy applies to any situation involving children and young people up to age 18 (or up to 25 if they have a disability), whether or not accompanied by adults. BCC also recognises that vulnerable people of any age will benefit from similar safeguards.

BCC has a growing children's and young people's ministry and the BCC Directors, recognises that children and vulnerable adults are a crucial part of the Church. BCC aims to protect and safeguard the welfare of children and vulnerable people entrusted to their care.

We recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be victims of physical, sexual and emotional abuse as well as neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to 'all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status'. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from 'all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parents(s), legal guardian(s) or any other person who has care of the child'. BCC leadership has therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

This policy is based on the ten Safe and Secure safeguarding standards published by Eliyo Ajiboye which is BCC's Advisory Service.

BCC agrees to:

- Endorse and follow all the national and local safeguarding legislations and procedures, in addition to the international conventions outlined above.
- Provide on-going safeguarding training for all staff and volunteers and will regularly review the operational guidelines attached.
- Ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislations, and that it is welcoming and inclusive.
- Support the Safeguarding Coordinator, Eliyo Ajiboye, and Board Representative for Safeguarding, Robert Thomas, in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.

## SECTION 2

# Recognising and responding appropriately to an allegation or suspicion of abuse

## Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and vulnerable adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those within the BCC community we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

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

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

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

Detailed definitions, signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included in Appendix 2.

## Safeguarding awareness

BCC's Directors and Leadership Team are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will volunteer for a probation period of three months which will be reviewed at the end to see how they have conducted themselves.

BCC Directors will also ensure that children, young people and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Annual training will happen through the Safeguarding Team to teach all those handling children, young people and vulnerable adults, how to conduct themselves, how to spot signs of abuse or neglect and how to respond to any allegation of abuse. The Safeguarding Team themselves will attend regular training from THIRTYONE:EIGHT.

All volunteers will receive a Workers Pocket Guide giving them information about what to say, how to conduct themselves and also contact details of those within the Safeguarding Team and THIRTYONE:EIGHT. All volunteers and staff that work with children, young people of vulnerable adults will be DBS checked and this check will be renewed every 3 years. In Appendix 3

## Responding to Allegations of Abuse

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

- The person in receipt of allegations or suspicion of abuse should report concerns as soon as possible to Eliyo Ajiboye (Safeguarding Co-ordinator), Telephone: 07984471232, who has been nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator then the report should be made to the Board Representative of Safeguarding, Robert Thomas, Telephone: 07952 199 019 (rthomas@bcc.church)
- If neither Eliyo or Rob available, please contact THIRTYONE:EIGHT (PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0303 003 1111.
- Local Authority child services can be contacted on:
  - Call children's services (Mon-Fri, 8:30am-5pm): 020 8461 7373 / 7379 / 7026
  - Out of hours/weekends/public holidays: 0300 303 8671
  - Email the Multi-Agency Safeguarding Hub (MASH): mash@bromley.gov.uk
- If you are seriously concerned about a child's immediate safety, call 999 and ask for the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from Thirtyone:Eight as above.
- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company.

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to Eliyo Ajiboye, Safeguarding Co-ordinator, the absence of the Safeguarding Team should not delay referral to Social Service, The Police or taking advice from THIRTYONE:EIGHT.
- The BCC Leadership will support the Safeguarding Co-ordinator and Safeguarding Deputies in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from THIRTYONE:EIGHT, although the BCC Leadership Team would hope that members of the place of worship/organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator, Safeguarding Deputies or the Board Representative for Safeguarding (Robert Thomas) has not responded appropriately, or where they have a disagreement with the Safeguarding Team as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the BCC Leadership Team demonstrate its commitment to effect safeguarding and the protection of all those who are vulnerable.

The role of the Safeguarding Co-ordinator and Safeguarding Deputies is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures were there is a concern about a child:**

## **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator or Safeguarding Deputies will:

- Contact Children's Social Services (or THIRTYONE:EIGHT) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

- Seek and follow advice given by THIRTYONE:EIGHT (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

## **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator or Safeguarding Deputies will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by THIRTYONE:EIGHT if, for any reason they are unsure whether or not to contact Children's Social Services/Police. THIRTYONE:EIGHT will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator or Safeguarding Deputies will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively THIRTYONE:EIGHT can be contact for advice.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made again a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA)/Local Authority Designated Officer (LADO).

## SECTION 3

# Prevention

## Safe Recruitment

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

- The job role both voluntary and paid will be specified
- Those for the position will need to be asked specific questions (please see appendix 3)
- The applicant will be interviewed by a leader within the department
- Safeguarding will be explained to the applicant before they are in post
- A DBS check will be completed by applicable
- Once the DBS has been received and all is well the applicant can go into a probationary period of 3 months
- The applicant will also be informed of where they can get a copy of the Safeguarding policy and also will be given of the Good Practice guidelines.
- Training will occur in the area during the probationary period
- Once the probationary period is over the applicant will then have a review interview with their leader

## Management of Workers – Code of Conduct

As a leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a Good Practice guidelines towards children, young people and vulnerable adults. The BCC leadership Team undertakes to follow the principles found within the 'Abuse of Trust' guidelines issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.



## SECTION 4

# Pastoral Care

## Supporting those affected by abuse

The BCC Leadership Team is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of BCC – The Church. BCC Leadership understand that this support may be appropriate in different ways, including referring to other agencies, through Life Group Leaders and group attendees.

## Working with offenders

When someone attending BCC is known to have abused children, or is known to be a risk to vulnerable adults the Leadership Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

BCC Leadership Team understands that each individual that might pose a risk to a child or vulnerable adults is a unique person. One example is a person poses a risk to children will not be allow to the halls building at all and will not be allowed to the BCC site during the week whilst children's activities are in progress. Those that do pose a risk should get involved with a Life Group or Recovery Group, to make sure they are being accountable for their actions and to provide any support for the individual in helping with the rehabilitation of the individual.

## SECTION 5

# Practice Guidelines

As BCC works with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

## Working in Partnership

The diversity of BCC and its settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural traditions, beliefs and religious practice or understanding, for example, of what constitutes abuse. We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not (e.g. Macedonia). We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding.

Good communication is essential in promoting safeguarding, both to those to we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

We shall communicate the importance of safeguarding in a number of different ways, including posters that are distributed in a number of different places around the site for the congregation to see. We also have the Workers Pocket Guide produced by THIRTYONE:EIGHT located at the information point to be handed out to those who would like it upon request.

Signed by: \_\_\_\_\_

Dated: \_\_\_\_\_

*This policy will be reviewed on a regular basis.*

## APPENDIX 1

### Leadership Safeguarding Statement

The BCC Directors, Pastor Mark Wiltshire, Robert Thomas, Fred Adegeye and Andy Siddorns, recognise the importance of its ministry with children, young people and vulnerable adults in need of protection and its responsibility to protect everyone entrusted to our care.

The Following statement was agreed by the leadership in December 2022.

BCC is committed to the safeguarding of children, young people and vulnerable adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering any harm.
- All children, young people and vulnerable adults have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the church unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children, young people and vulnerable adults.

#### **We are committed to:**

- Following the requirements for UK legislation in relation to safeguarding children, young people and vulnerable adults and THIRTYONE:EIGHT good practice guidelines.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring the workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any denominational or organisation guidelines in relation to safeguarding children, young people and vulnerable adults in need of protection.

- Supporting the safeguarding co-ordinator and administrator in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established BCC – The Church.
- Supporting parents and families.
- Nurturing, protecting and safeguarding of children and young people.
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
- Supporting all within BCC that have been affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by THIRTYONE:EIGHT

### **We recognise:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to the appropriate agencies.
- Safeguarding is everyone's responsibility

### **We will review this statement and our policy and procedures annually.**

If you have any concerns for a child, young person or vulnerable adult then speak to one of the following who have been approved as being part of the Safeguarding Team for BCC.

Eliyo Ajiboye– Safeguarding Co-ordinator

Robert Thomas – Board Representative for Safeguarding

A copy of the full policy and procedures is available from the BCC Office or Safeguarding Team.

Signed and agreed by the BCC Elders:

Pastor Mark Wiltshire

Robert Thomas

Fred Adegeye

Andy Siddorns

## APPENDIX 2

### **Definitions of Abuse** (*These definitions have been provided by THIRTYONE:EIGHT*)

#### **Statutory Definitions of Abuse (Children)**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

#### **ENGLAND**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2010)'.

#### **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

#### **Physical abuse**

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

#### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration

and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

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

### **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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Statutory Definitions of Abuse (Vulnerable Adults)**

The following definition of abuse is laid down in 'No Secrets: Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse (Department of Health 2000):

'Abuse is a violation of an individual's human and civil rights by any other person or persons. In giving substance to that statement, however, consideration needs to be given to a number of factors:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it'.

### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

### **Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

### **Psychological or Emotional Abuse**

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the vulnerable adult. It is also behaviour that has a harmful effect on the vulnerable adult's emotional health and development or any other form of mental cruelty.

### **Financial or Material Abuse**

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions

### **Neglect or Act of Omission**

This is the repeated deprivation of assistance that the vulnerable adult needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired

### **Discriminatory Abuse**

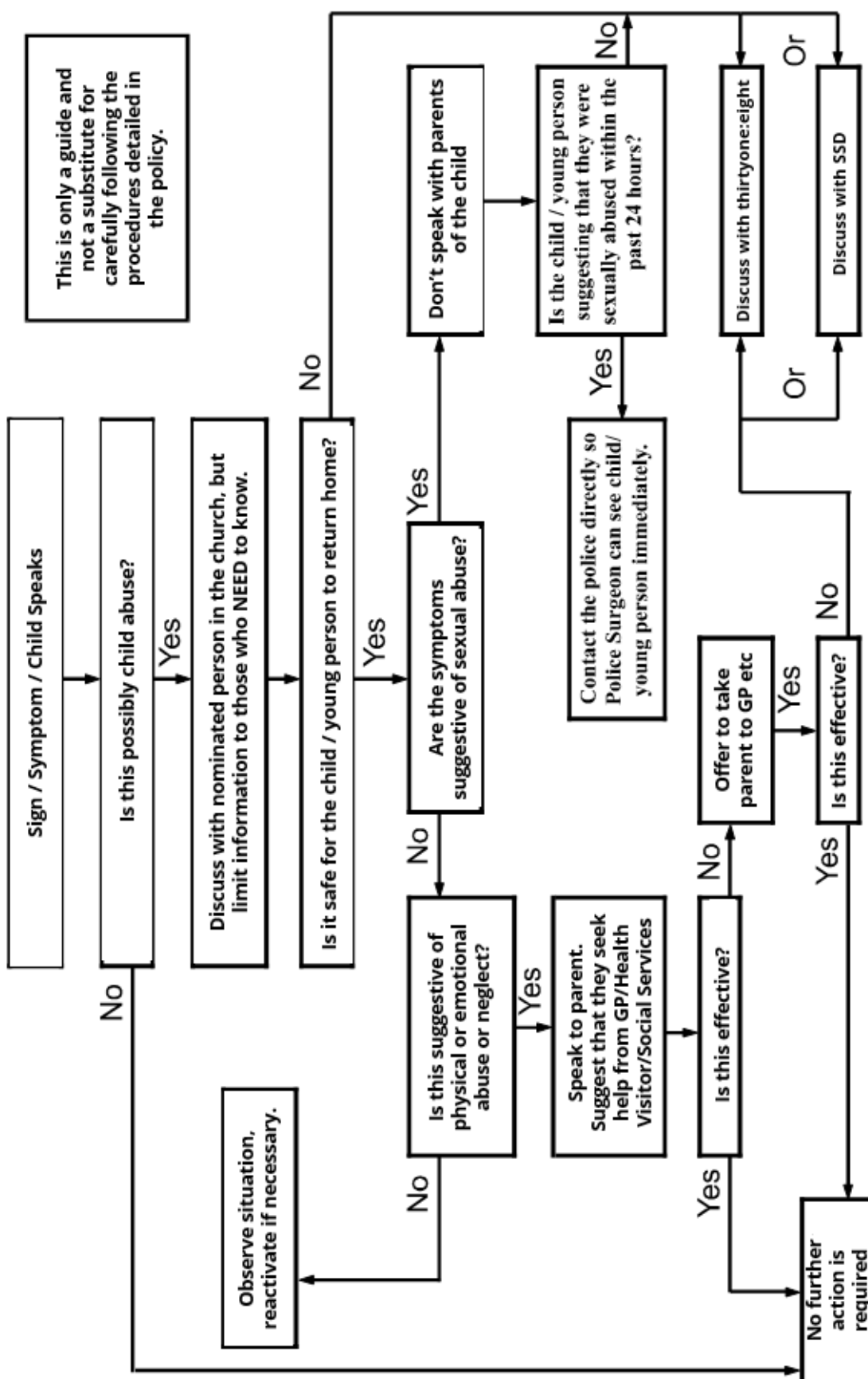
This is the inappropriate treatment of a vulnerable adult because of their age, gender, race, religion, cultural background, sexuality, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse.

**Institutional Abuse**

This is the mistreatment or abuse of a vulnerable adult by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.



# What To Do When You Suspect Child Abuse



### **Good practice**

- Treat everyone with dignity and respect
- Be available but don't intrude on personal privacy
- Develop awareness of individual needs
- Avoid activities such as rough play or inappropriate language
- Challenge unacceptable behaviour
- Refer to someone with greater experience/expertise when necessary
- Follow official policy/guidelines and report all allegations/suspensions

### **Responding well**

- Listen and keep on listening
- Don't question
- Avoid passing judgement
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the safeguarding co-ordinator, or in their absence take action yourself
- Preferably within write down the content of your conversation (i.e. he/she said, I replied ...etc. dates and times), sign and keep safely

### **Action to be taken\***

Physical/emotional/sexual abuse or neglect

- If deliberate injury is suspected, there is concern for someone's safety, or they are afraid to return home, contact Social Services. Seek advice about discussing with parents/carers as applicable
- Seek medical help if needed urgently, advising doctor of suspicions
- If no immediate risk (e.g., poor parenting (child) or self-neglect (adult)), encourage the person or their parent/ carer to seek help, but monitor situation or refer on as appropriate
- Be vigilant about issues such as child sexual exploitation, domestic abuse, sexting/online abuse and seek advice

*\* By Safeguarding Co-ordinator or worker in their absence*

### **Important Contacts**

Safeguarding Coordinator:	Eliyo Ajiboye // 07984 471 232
Thirtyone:eight helpline:	0303 003 1111
Police:	999 (emergency) or 101 (non-emergency)
Samaritans:	116 123
Childline:	0800 1111 (for children)

## APPENDIX 3

How do you take care of your own spiritual health?

Discuss safeguarding: What does safeguarding mean to you?

- Take the safety of our children and vulnerable adults seriously
- Understand the signs to look out for that could raise a concern
- Know what to do if you have a concern
- Attend the next safeguarding training at BCC

Is there anything else you need to tell us?

Do you have any questions?

Contact details of 2 referees:

- As recommended by CCPAS
- Please ask for at least 2 ways to contact, eg mobile, email, address, phone.

Thank you for your cooperation. There will be a 3 month probationary period, after which we will check with you to see how things are going.

- If the interview has been successful they will need to apply for a DBS. Please advise the interviewers to collect their application information pack from Elyo Aljogye.
- Please hand this completed interview form as soon as possible to Elyo Aljogye. If Elyo is unavailable please hand it to Rob Thomas or post through the BCC Office door F10 Elyo.

Interviewer name: \_\_\_\_\_ Date: \_\_\_\_\_

### Volunteer Interview Questionnaire

To the Interviewer: Please do not rush this process. All the sections are important. Take your time and get as much information as possible. Please write clearly, and fill in as much detail as possible. Thank you.

Role applied for: \_\_\_\_\_

Volunteer Details:

Name	
DOB	
Address	
Contact Number(s)	
Email	

How long have you been attending BCC?

- Must be over 6 months as recommended by CCPAS
- If they have left a local church please explore the context in which they left

Why do you want to work with this age group?

- Please give details

Why do you want to serve in this capacity?

Do you have any previous experience working with children or vulnerable adults?

- Please give details

What is your current job?

## APPENDIX 4

### Safeguarding Poster



The poster features a blue and green geometric background. At the top left is the 'bcc.church' logo. The main title 'Safeguarding is a Priority Here' is in large, bold, black font. Below it, a paragraph states the church's commitment to safeguarding. A central box lists 'Our Commitments' with seven bullet points. To the right, a box titled 'If you are concerned' provides guidance on reporting. Below that, a box for the 'Safeguarding Coordinator' includes her name, contact number, email, and a photo. At the bottom left, a box lists various helplines. The footer contains small print about BCC's registration.

**bcc**  
.church

# Safeguarding is a Priority Here

The care and protection of church children, young people and adults involved in church activities is the responsibility of everyone who participates in the life of the church. We work to a formal safeguarding policy and it can be viewed on our website at [www.bcc.church/safeguarding](http://www.bcc.church/safeguarding).

### Our Commitments

- Promoting a safer environment and culture
- Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults
- Responding promptly to every safeguarding concern or allegation
- Caring pastorally for victims / survivors of abuse or other affected persons
- Caring pastorally for those who are the subject of concerns / allegations of abuse and other affected persons
- Responding to those that may pose a present risk.

### Helplines

**thirtyoneeight:** 0303 003 1111  
**Bromley Children Services:** 0300 303 8671  
**NSPCC:** 0808 800 5000  
**Childline:** 0800 1111  
**Samaritans:** 116 123  
**National Domestic Abuse Helpline:** 0808 2000 247

Bromley Christian Centre (BCC) is a registered charity (No. 1119309), company limited by guarantee, registered in England (No. 6060885).  
Registered office: 2 Masons Hill, Bromley, Kent, BR2 9HA, UK.

**If you are concerned** that someone you know is at risk of, or is being abused, or presents a risk to others, please seek advice from our Safeguarding Coordinator or if necessary report the matter to our safeguarding advisers [thirtyoneeight](http://thirtyoneeight) (see contact details below), and/or to the Local Authority Social Care Services or the Police without delay.

### Safeguarding Coordinator

Name:  
Eliyo Ajiboye

Contact Number:  
07984 471 232

Email:  
[eajiboye@bcc.church](mailto:eajiboye@bcc.church)

If you are unable to reach Eliyo, please contact Board Representative for Safeguarding: Rob Thomas on: [rthomas@bcc.church](mailto:rthomas@bcc.church) or 07952199019



Copies of this are displayed around the BCC – the Church site.