

## **POLICY AND PROCEDURES OF THE WAVE YOUTH & CHILDREN'S MINISTRY ('THE WAVE') FOR SAFEGUARDING**

This documentation was revised and approved by the Wave trustees January 2021. It is due to be revised by 31<sup>st</sup> January 2022.

### **A. Policy Statement**

The Wave is made up of volunteers and paid staff. We believe that all human beings are of equal worth in the sight of God and aim to follow Biblical principles in all that we do.

Therefore:

- We commit ourselves to the nurture, protection, and general welfare of all, especially children and adults at risk of harm. In so doing, we will work, in partnership, as appropriate, with parents, carers, statutory agencies and other organisations.
- It is the responsibility of each one of us to protect children and adults at risk of harm from all forms of abuse and to report any disclosures of abuse in addition to suspicions or concerns.
- In order to achieve this, we are committed to supporting, resourcing and training those who work with children and adults at risk of harm. We will provide appropriate supervision, recognise mutual accountability and commit to an annual review of our safeguarding policy, procedures and practices.

The Wave has adopted the above principles; all volunteers and staff are presented with a copy and expected to follow the procedures and guidelines as set out in this document.

### **B. Statutory Compliance for the Wave**

The standards in this policy build on and incorporate legislation and government expectations for children and adults at risk of harm. This includes HM Government 'Working Together to Safeguard Children (2018)' and new safeguarding duties under the Care Act 2014. The guidance is for statutory agencies and voluntary organisations alike and covers all the expectations of government in relation to safeguarding children in England.

NOTE: In most instances, the Wave's activities which are covered by this policy relate to work conducted with children and young people (under 18 years of age). In some instances, this work includes young adults at risk of harm. Throughout this document, unless otherwise stated, all statements referring to children and those working with children are applied to young adults at risk of harm when young adults at risk of harm are participating in activities provided by The Wave.

1. **Adopt a policy statement on safeguarding the welfare of children and young adults at risk of harm** - The policy statement included in this document has been adopted following approval by the trustees of The Wave. It is reviewed annually and is available on request for public scrutiny.
2. **Plan the work of the Wave so as to minimise situations where the abuse of children may occur** - We have established and will maintain and review clear procedures to fulfil this policy. They are set out in detail in this document and are under constant review, with any updates necessary given in writing at least annually.
3. **Introduce a system whereby children may talk with an independent person** - Our procedures discourage the formation of exclusive relationships, and our activities are organised in such a way that children have access to a number of people. We are, though, committed to listening to children and giving them the opportunity to talk about any worries or concerns that they may have.

4. **Apply agreed procedures for protecting children to all paid staff and volunteers** - We have established minimum procedures for all workers and training and comprehensive procedures for workers in direct contact with children. All workers receive a copy of the policy statement.
5. **Give all staff and volunteers clear roles** - All paid staff have a written job description and all volunteers are given a clear written role profile
6. **Use supervision as a means of creating a safeguarding culture across the organisation** - All workers plan and review their work with the person to whom they are accountable.
7. **Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children** - We have comprehensive application and selection procedures for all workers.
8. **Gain at least two references from people who have experience of the applicant's paid work or volunteering with children** - We require a reference from at least two people (church leaders or equivalent for each applicant), seeking information which includes character and relationship assessment. This includes applicants who work with children annually for short periods. We inform referees if work involves direct contact with children.  
We appreciate that some of our volunteers are young adults wanting to begin work with children, and therefore it may not be possible to gain references which relate to relevant experience. However, young volunteers should be able to get two good character references from a teacher etc.
9. **Explore all applicants' experience of working or contact with children in an interview before appointment** - All staff, and volunteers for leadership positions, are interviewed prior to appointment.
10. **General team members on short-term placements/One Off Events** will be required to fill in an application form and provide or obtain a current DBS. They will also be subject to interview by the team leader(s) during which they will be made aware of Safeguarding policies and Practices. They will not normally be subject to a probationary period this may mean sharing of responsibility, rather than having unsupervised responsibility, for children. Team leaders have the authority to ask team members to leave an event if it is in the best interests of the children.
11. **Find out whether an applicant has any conviction for criminal offences against children.**  
All workers are required to sign a declaration disclosing a criminal conviction or caution. Annual short-term volunteers with children are required to do so annually. This includes, subject to certain exceptions, disclosing convictions which for other purposes are 'spent', as posts involving direct work with children are exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975).
12. **Make paid and voluntary appointments conditional on the successful completion of a probationary period.** We have a system of specific and general induction for staff, leading into an initial six-month work review, and an on-going review process. The on-going review process applies to all workers with children and adults at risk of harm.
13. **Issue guidelines on how to deal with a disclosure and/or concern of abuse.**  
Comprehensive guidelines are established and reviewed annually. They are held by the Trustees. Responsibility for ensuring they are implemented and reviewed lies with the designated trustee for safeguarding.

**14. Train paid staff and volunteers, their line managers or supervisors, and policy makers.**

We ensure that training is provided regarding the safe care of children, including increasing understanding of the prevalence of abuse, along with the signs, symptoms and indicators of abuse.

**C. Safer Recruitment.**

The Wave will undergo careful recruitment and selection procedures as stated in this policy.

**1. Volunteer Applications**

All applicants are appointed (or excluded from service) at the discretion of the Line Manager/Leader of the activity/event and in communication with the Safeguarding Trustee of the Wave.

- A new applicant is one who has not worked on an event before. Team members who have had a break in service of more than one year will be treated as new applicants.
- All new leaders and team members must complete an application form, which will include questions on the following:
  - details of any criminal record
  - mental and physical state of health of the applicant
  - details of driving offences, and
  - details of two referees.
- The application form will also contain two statements:
  - an explanation that applicants will be required to request an Enhanced Disclosure from the Disclosure and Barring Service
  - the fact that The Wave has a policy on Employing People with a Criminal Record and that the existence of a criminal conviction does not necessarily rule out acceptance of an applicant.
- New team member applicants may be required to participate in a safer recruitment interview with the designated trustee for Safeguarding.
- Two references will be required for each new applicant. If there are concerns about either or both of the references, a third reference will also be taken up. Communication with referees will include a statement about the significance of the information being requested, the importance of the role of the team member and the paramount importance of the safety of children and adults at risk of harm.
- Once an application form has been received and the person deemed suitable for placing on a team, a Disclosure will be requested from the DBS. Once the Disclosure has been processed and deemed satisfactory, the applicant's place on a team is confirmed.
- Individual cases will be considered on merit, but as general guidance convictions or cautions in the categories listed below exclude an applicant from appointment:
  - any form of abuse involving children and adults at risk of harm
  - any types of serious violence, and
  - recent offences involving misuse of substances such as drugs or alcohol.
- Some forms of physical, emotional or mental illness may make a volunteer applicant unsuitable for the role for which they have applied.
- Applicants from overseas or those living in England and Wales for a short time may not be eligible for a Disclosure from the DBS. Every effort will be made to take whatever measures are available according to the comparative methods in their own country, but where there is any doubt as to the availability of a thorough check the application will be refused.

- Returning members of short-term teams (with less than one year since last participating in an event) will confirm online whether or not their circumstances have changed since their original application. If changes have occurred, the application may be reconsidered.
- It is acknowledged that some team members may have little or no experience of working with children and adults at risk of harm, while others may have plenty. An agreed set of safety guidelines and expectations of team behaviour will be communicated by the leader prior to the event.
- Each event will designate an individual, who is appropriately trained to be the safeguarding lead person for the event. The Wave's safeguarding policy will be outlined to all team members by that Designated Safeguarding Lead or the overall team leader.

## 2. **Support team**

- On some events, a few people provide key supporting roles such as catering for the team. If these people are participating in the event on a residential basis they are engaged in regulated activity and, as such, will require an Enhanced Disclosure with barring list check. If they are not participating in the event on a residential basis, they will not require an Enhanced Disclosure check unless it is anticipated that, to enable the smooth running of the event, they will become engaged in face to face activity with children.

## 3. **Junior helpers**

- Young people under 18 and who help on an event are 'junior helpers.' If an event runs a junior helper scheme, training will be provided to this group.
- Junior helpers must complete a junior helper application form online which includes any health issues and parental consent.
- Those under 18 are not permitted to have unsupervised responsibility for the care of children on an event.

## 4. **DBS checks**

All employees, volunteers and Trustees of The Wave will be required to undertake an Enhanced Disclosure from the Disclosure and Barring Service (DBS) before appointment. Live online registration of all Wave DBS checks are required. Holders of DBS checks are required to inform the Safeguarding Trustee of the date of their renewal and to immediately inform the Trustee of any issues arising.

Where an individual has registered a disclosure certificate with the DBS update service, The Wave will accept registered disclosure certificates that comply with the following criteria:

- The disclosure is for the 'Child Workforce' category and
- It is an 'Enhanced Disclosure' and
- There is a barred list check if the individual is expected to be in regulated activity

Note: For those who are expected to engage in regulated activity, a barring list check is also made.

Throughout this section Enhanced Disclosures are only undertaken in respect of the adults at risk of harm (vulnerable adults) workforce, when it is known that individuals will be entering into Regulated Activity with such adults.

Where the online disclosure check contains information about cautions, convictions, reprimands or warnings or other relevant information the procedure below on handling disclosure information will be followed.

Those with criminal convictions, cautions, cases pending, reprimands or bindovers are not necessarily unable to take up positions with The Wave, which abides by its policy on 'Employing People with a Criminal Record'.

The Wave undertakes all its DBS checks through Scripture Union which has a contracted agreement with a Registered Body (currently Atlantic Data) for all its DBS checks to act on behalf of its mission partners.

Verification of identity and processing of applications by prospective trustees is carried out by a specifically the Designated Trustee for Safeguarding (currently Caroline Powell).

Other personnel whose work involves contact with children or in supervisory or selection roles of those working with children are also required to apply for an Enhanced Disclosure at the time of appointment.

Job applicants are advised of the need for an Enhanced Disclosure before an application is submitted.

### **3. Handling Disclosure Information**

If a Disclosure contains information about cautions, convictions, reprimands or warnings or other relevant information, advice on how to proceed is sought by the Designated Trustee for Safeguarding.

Information recorded on the Disclosure may be shared only with those directly involved in the particular employment decision.

Information recorded on the Disclosure is only shared if it is likely to affect the employment decision, which is then made in accordance with The Wave's policy on Employing People with a Criminal Record.

If additional information is received from a police force, action follows the procedure outlined in the letter and is not shared with the applicant or anyone other than those making the employment decision, and only with those people if the police letter received does not forbid it.

The date and disclosure number of all checks are recorded in The Wave's DBS system.

In extreme circumstances, when a disclosure check has not been successfully completed prior to the start of an event, and the individual is not registered with the update service, a risk assessment must be completed to determine what role, if any, that individual may take in the event. That risk assessment must be signed off by the Designated Trustee for Safeguarding.

### **4. Renewal of DBS Disclosures**

All disclosures should be registered on the live update system.

For volunteers for single events any disclosures that are not registered with the update service must be less than three years old. They should be renewed and registered with the live service if the individual is expected to participate in further Wave activities.

### **D. Code of Conduct All Activities Undertaken by The Wave for All Employees and Volunteers**

All those working with children and adults at risk of harm on behalf of The Wave will treat them with respect and dignity, which should be reflected in attitude, behaviour and speech across all elements of the event's programme

The Wave acknowledges that it has a duty of care for a child or adult at risk of harm booking onto a Wave event.

Teams of workers (volunteers and/or staff) undertaking mixed gender activities will include male and female members, and organisation of activities within will reflect this balance wherever possible.

Employees and Volunteers of the Wave will aim to work in groups and in public areas so that contact between participants and the team is in sight of others.

Teams will avoid forming exclusive relationships or those which could be seen as showing favouritism to individual participants.

Wherever a team member finds themselves involved in a potentially lengthy counselling situation, they should seek to involve another member of the team at an early stage. Promises of confidentiality will be avoided and items shared with leaders or adults with relevant experience.

It is normally inappropriate for adults to initiate physical contact with participants, and team members should be cautious of contact initiated by participants, except in exceptional circumstances such as the need for medical attention or to prevent harm.

The use of any corporal punishment is strictly prohibited i.e., any form of physical discipline is not acceptable.

Any physical contact with children in the area of incident management will be purely in terms of an intervention which prevents the child exercising violent, or other inappropriate, behaviour and/or from hurting themselves or others. Minimal force will be used, for the minimum time necessary, and witnessed by another team member where possible.

If it is necessary to send a child or adult at risk of harm home from an event early, they will either be collected by a parent/guardian/carer or accompanied home so that the responsibility for their welfare is clearly transferred, unless other arrangements are agreed with the child's parents/carers ideally in writing e.g. email.

On residential events, the Designated Safeguarding Lead is responsible for establishing and recording the detailed protocol regarding any access required to children's sleeping accommodation by team members. They will take into consideration the commitment to the protection and general welfare of children, the specific features of the event's setting and the whole of this Code of Conduct.

Team leaders and members are in a 'relationship of trust' with participants and must take care that an abuse of that trust does not occur. Any behaviour which might allow a sexual relationship to develop between a person in a position of trust and the individual(s) in their care must be avoided.

This relationship of trust is also in place outside the actual event/activity in any communication between team and participants, whether in person, by letter, email, telephone, text messaging, social media apps or any other means. Any communication or direct contact with a child will therefore be characterised by transparency and integrity and must operate within The Wave's policy on safeguarding children.

Team members will not communicate outside of any Wave activities with participants other than as directed by the leader of an event or activities and be consistent with The Wave's data protection requirements. Such communication would be occasional postal contact, such as a post card/ Christmas card and would never take the form of spiritual mentoring.

### **Guests**

Other than participants any individuals who are not employees or volunteers of The Wave may only be present at events/activities with prior agreement with the leader. All guests are expected to comply with The Wave's Code of Conduct. These expectations must be clearly communicated to all guests at the outset of the event.

### **E. Reporting Concerns**

**Whilst working on Wave events, team members may be told about various personal situations which the participants they work with have experienced. In the majority of situations, being prepared to give the time to listen and care without being judgmental will be of great value and**

**assistance. However, workers and volunteers must understand the importance of safeguarding and understand that anything in the nature of a disclosure of a potential safeguarding issue must be dealt with in accordance with The Wave Safeguarding Policy. If in any doubt concerns should be discussed with a leader or the Safeguarding Trustee.**

Disclosures may cover a range of potentially harmful situations including physical abuse, emotional abuse, sexual abuse, neglect, spiritual abuse, bullying and peer-to-peer abuse. Definitions of these terms are covered in Appendix A. Such disclosures require more than a caring response and a sympathetic ear, and the following procedure must be followed by the team member:

- Give the person time to talk freely but without fear of being overheard. Treat them with respect and acceptance. Always accept what is being said at this stage. Do not ask questions other than to clarify what is being said. Never put words into the person's mouth and be careful with your tone of voice so as not to appear shocked or angry or to show disbelief.
  - Do not promise to keep the disclosure 'secret'. Explain that you must share this information with the Designated Safeguarding Lead of the event who may in turn call upon other people who will be able to help.
  - Stay with the person until you feel they have said all they want to say. Try to avoid leaving them in a distressed state.
  - Inform the event's Designated Safeguarding Lead of the disclosure as soon as possible.
  - Make a written report of what happened on the safeguarding concern form provided as soon as possible (not in the participant's presence). Do not interpret, only record what was said as verbatim as possible.
  - Designated Safeguarding Leads and overall event leaders will be aware that members of the team involved in handling these situations may also need appropriate help throughout the process and afterwards. Counselling support may be appropriate.
- Once a disclosure or allegation of abuse is made, the Wave is required to take action. It is not their role (or that of any team member) to determine if a threshold of abuse has been reached in relation to a disclosure or allegation, nor to make a decision about the disclosure based on their assessment of other information held that will be considered by the Safeguarding Trustee who will consider concerns about a child's welfare consistently and proportionately. If contact with the person making the disclosure continues during the event, try to ensure that this is as 'normal' as possible, and avoid drawing attention to the situation or repeatedly referring to it unless the person initiates further discussion.
- If an allegation is made against any member of the event team or its leader, the same process must be followed and Safeguarding Trustee must be contacted. The Designated Safeguarding Lead must ask the Safeguarding Trustee if the team member or leader must leave the event immediately in order to safeguard children on the holiday. The advice of the designated trustee for Safeguarding must be followed.
  - Any team member who is concerned about the way an allegation or disclosure has been handled will contact the Safeguarding Trustee.
  - At every stage, procedures will show respect for people and will involve careful consultation, not hasty reaction.

#### **F: Processing of personal data**

Information and personal data relating to safeguarding matters will be gathered, recorded and stored in accordance with the Data Protection Act, 2018, and The Wave's Data Protection Policy and Privacy Notice.

#### **G: Responsibilities**

The Trustees of the Wave are responsible for the approval of The Waves' Safeguarding Policy.

A named trustee (currently Caroline Powell) is the Designated Trustee for Safeguarding.

Each Wave event will have a named and appropriately trained Safeguarding Lead. A list of Designated Leads will be maintained each year and be held by the Designated Trustee for Safeguarding.

The Wave Charity Secretary (currently Paul Bexon) is responsible for reporting notifiable cases to the Charity Commission.

### **ADVICE AND SUPPORT CAN BE OBTAINED FROM:**

Children's Advice and Duty Service ChAD 01305228866

Pan-Dorset Safeguarding Children's Partnership (Pan-Dorset SCP)

**Tel:** 01305 221196 **Email:** [pan-dorsetscp@dorsetcouncil.gov.uk](mailto:pan-dorsetscp@dorsetcouncil.gov.uk)

LADO – Local Authority Designated Officer Patrick Crawford

[p.crawford@dorsetcc.gov.uk](mailto:p.crawford@dorsetcc.gov.uk)

### **SCRIPTURE UNION OFFICES**

National Office                      Trinity House, Opal Court, Opal Drive, Milton Keynes MK15  
ODF

Tel: 01908 856000

Emergency number: 0845 2733060 or 01908 856035

Leadership Team safeguarding lead: 01908 856038

Head of Mission Event Operations: 01908 856023

Thirtyone:eight helpline:    Tel: 0303 0031111 option 2

E:mail: [helpline@thirtyoneeight.org](mailto:helpline@thirtyoneeight.org)

Childline

Tel: 0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

National Whistleblowing Advice Line    Tel: 0800 028 0285

Dorset Safeguarding Adults Board

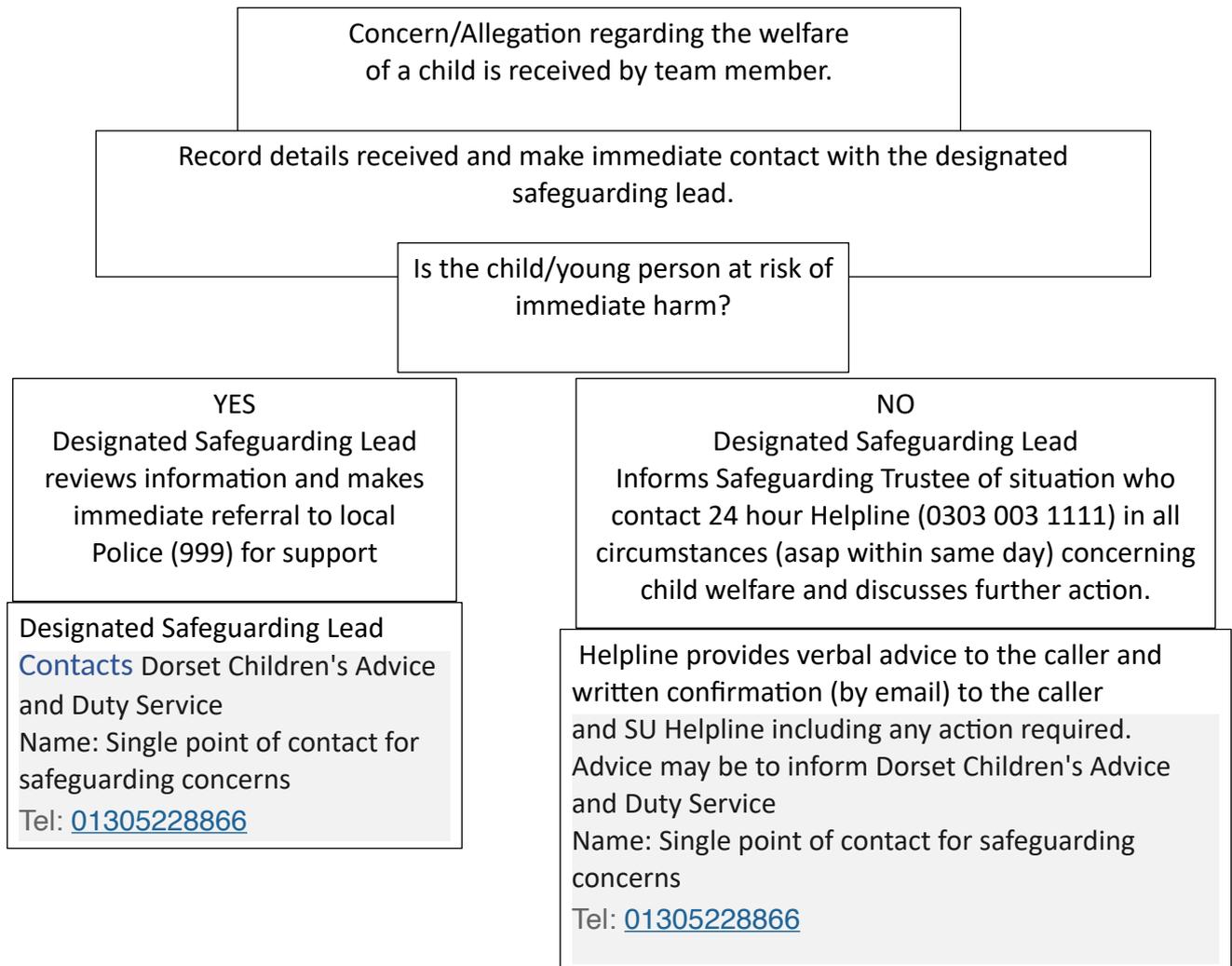
Dorset Direct on 01305 221016 (Vulnerable Adults)

Police Telephone: 999 in an emergency and 101 at all other times.

## APPENDIX A: Reporting Information Concerning the Welfare and Protection of a Child

### FLOWCHART FOR REPORTING INFORMATION CONCERNING THE WELFARE AND PROTECTION OF A CHILD

Note: This may relate to a welfare concern occurring at an event, including the actions of children or adults or a concern regarding the welfare of a child outside of an event.



The Wave Trustee for Safeguarding must be informed of the situation asap.

All individuals concerned must make clear dated, timed and signed records of their actions.

It is the responsibility of each individual to ensure any information passed on has been received by verbal or email response thereby ensuring concerns are acted upon.

It is the responsibility of the Safeguarding Trustee to communicate the outcome of any referrals to those who initiated them and to the Leader of the activity/event.

## **APPENDIX B**

### **Definitions of abuse (England)**

#### **Children**

##### **1. Abuse and neglect**

###### **Definitions of abuse**

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2018)'.

###### **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 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.

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern:

- Physical abuse – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
- Domestic violence – including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
- Sexual abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- Psychological abuse – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- Financial or material abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Modern slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- Discriminatory abuse – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
- Organisational abuse – including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one-off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- Neglect and acts of omission – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Self-neglect – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

## Appendix C

### Volunteer Helper Application Form

In accordance with National Guidelines and legislation The Wave seeks to safeguard all children and young people As a volunteer helper with The Wave you it is vital that you play your part in this process. All information will be kept confidentially by The Wave unless requested by an appropriate authority.

As a volunteer helper you must: Complete this form  
Complete a DBS disclosure application  
Read and follow any relevant policies/guidelines in place.  
Undertake relevant training as required.

NAME:

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ADDRESS:

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TELE NO: \_\_\_\_\_

MOBILE NO \_\_\_\_\_

EMAIL:

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How long have you lived at this address?

If less than 12 months please give your previous address:

If you attend a church please give its name and address:

**Please tell us something of yourself** – It is particularly helpful to know why you would like to volunteer, any special interests and skills you have, and previous experience of working with similar groups. Where appropriate name the group and the dates. (If there is not enough space, continue on another sheet).

Have you any relevant qualifications or appropriate training?

Do you suffer, or have you suffered, any illness which may directly affect your work with children and young people? YES/NO If yes, this will be discussed in confidence.

**REFERENCES** – please supply the names, addresses and phone numbers of 2 people who know you well and who will be able to give a personal reference. Please state in what capacity you are known to them.

**DECLARATION** – Working with children and young people as a Wave volunteer you share the responsibility to ensure their safety. We therefore ask you to sign the following declaration.

Have you ever been convicted of criminal offence, or are you at present the subject of criminal charges? (NB The disclosure of an offence may be no bar to your appointment.)

YES/NO

If YES please give details:

All convictions must be disclosed, as the provision of the Rehabilitation of Offenders Act 1974 does not apply.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_

**Appendix D:****THE WAVE INCIDENT REPORTING FORM**

Activity or Event	
Date and Time	
Leaders Present	
Any other activities or people in the building or at the event?	
Details of Incident: What happened, when did it happen, who was involved, who witnessed it?	
Response to Incident: What did you do, who did you tell, how else did you or will you follow this up?	
Sign & Print Name	Date:
Action Taken by Designated Person or Member of Leadership Team:	
Sign & Print Name	Date:
Points of Learning from Incident	

