

EOT Safeguarding Policy and Procedures

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EOT - WHO WE ARE

Section 1: Introduction

1. The European Outreach Trust (EOT) is the charitable entity for some of the work of the Sword of the Spirit (SOS) Communities¹
2. EOT & SOS communities run a variety of youth events across the 4 nations of the British Isles, Ireland and Continental Europe These events are sometimes residential and sometimes sponsored by the Charity EOT but more regularly sponsored by the local communities (see below - point 3).
Link to SOS Website?
3. EOT is committed to safeguarding all children, young people and adults at risk of harm. We should take care that our relationships with them are characterised by respect, modesty, restraint and concern for their welfare, including physical, emotional, social and spiritual wellbeing. **In addition, EOT is committed to good governance, healthy culture, and is a UK Charity registered with the UK Charity Commission. See [Appendix 3](#)**
4. All EOT staff members are expected to have read, understood and to follow the EOT Safeguarding Policy and Procedures.
 - 4.1. Staff involved in youth events usually do so in the context and under the leadership of one of our partner organisations - most commonly local SOS Communities - legally incorporated within their own European countries.
 - 4.2. Staff are therefore seconded by EOT *to* the appropriate SOS community or outreach for that specific youth event. **Where a program is hosted in another country with a local legal entity other than EOT as the main host, local laws shall be followed *as well as* the EOT safeguarding policy²**
 - 4.3. Staff are further seconded by EOT *from* varied SOS communities around Europe to serve for that specific youth event
 - 4.4. Many staff therefore, have dual roles upon these events - as local staff for the youth of their own *sending* SOS community - and as EOT staff serving upon secondment with the *receiving* Sword of the Spirit community
 - 4.5. This policy therefore applies to all staff where EOT has been involved in organising the specific youth event and during its course
5. By definition, in this document:
 - 5.1. The terms “child”, “children”, “U-18” or “young people” refer to any person under the age of 18, and are used more or less interchangeably.
 - 5.2. The term ‘adults at risk of harm’ is used to mean a person who has needs for care and support, or may be unable to take care of him/herself, and as a result of those needs is unable to protect him /herself against significant harm or exploitation.
 - 5.3. “Staff” or “Staff member” means any individual who has been given direct responsibility for children at an EOT youth event or in an ongoing manner for EOT.

¹ For the purposes of this policy EOT includes ‘Sword of the Spirit’ and ‘Kairos in the Europe & Middle East Region and the European Zone. In this policy “we”, “our” or “us” refers to EOT and where the context allows ‘Sword of the Spirit’ and ‘Kairos’ in those geographic areas. **See appendix 1**

² See section 7.3

5.4. “A youth event” shall be defined as having begun when the interaction of staff and young people either:

5.4.1. Either falls within the published start & finish dates & times upon the event website/ published literature or invitation and takes place onsite at the event location

5.4.2. Interactions between U-18s from local community groups and their respective *local* staff members which fall outside of the EOT youth event as defined above³ are the responsibility of the local youth representative and their sending community and therefore the safeguarding policy and governance of the sending community applies for those times.

5.5. The terms ‘will’ and ‘should’ are used as following in this policy:

1. ‘Will’ means something is a requirement or duty that staff must do.
2. ‘Should’ means something is good practice that we expect staff to follow unless there is a good reason, consistent with the spirit of this policy, to do otherwise.

³ e.g. travel arrangements of a local community to send their children to the event location which do not fall within the parameters of 4.4.1

Section 2: Definitions of Abuse

1. Maltreatment of a child/adult at risk of harm may be caused by inflicting harm, or by failing to act to prevent harm. Children/adults at risk of harm may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger (including via the internet). They may be abused by an adult or adults, or another child or children.
2. Abusive behaviour would normally be categorised as one of the following:⁴
 - 2.1. **Physical abuse** - A form of abuse which 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.
 - 2.2. **Sexual abuse** - 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).
 - 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.
 - Sexual abuse can take place online, and technology can be used to facilitate offline abuse.
 - Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
 - 2.3. **Emotional abuse** - The persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve:
 - Conveying to a child 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 a 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 cyber bullying), 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.
 - 2.4. **Neglect** - 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

⁴ definitions taken from 2023 'Working Together to Safeguard Children' produced by the UK government

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 caregivers).
- Ensure access to appropriate medical care or treatment.
- Provide suitable education.

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

3. **Relationships Between Young People**⁵ - Relationships may be viewed differently depending on the ages and roles of those involved. There are a number of circumstances where sexual relationships between young people could be considered abusive.

3.1. A sexual relationship between young people where one or both are under the age of sexual consent could be considered abusive

3.2. A sexual relationship where both parties are above the age of sexual consent, but one is over 18 and one is under 18. This relationship - as one is a staff member, and has a position of authority, because of the power imbalance - is always considered abusive. **In particular in reference to positions of trust in faith settings.** See section 3.8

3.3. A sexual relationship where both parties are above the age of sexual consent⁶, with no power imbalance - as described above in reference to event staff - a romantic and/or sexual relationship is not considered abusive unless other factors (2.1-2.4) are prevalent

NOTES:

- This is a complex area, the policy errs on escalation in line with Section 9.

⁵ EOT runs some programmes where there are **participants** both above and below the age of majority (18). Kairos-EME runs programmes either for **U-18s participants only**, with all staff present being over the age of 18, or programmes for **over 18s only** - with no minors (U-18s) present. Therefore, at a Kairos-EME programme where there are U-18s present, someone over the age of majority (18) is always considered staff

⁶ The legal age of sexual consent in the UK is 16 (Ireland – 17, Belgium, Spain, - 16, Poland, Croatia – 15, Austria, Germany, Portugal, Italy – 14)

My duties as a staff member upon an EOT youth event

Section 3: Code of Conduct and Behaviour

1. Staff will protect the modesty and dignity of children and adults at risk of harm in all interactions whether physical, verbal or written. This does not exclude all physical contact, provided it is of an age-appropriate nature and degree, and in an appropriate setting. Staff will not engage in abusive or sexually suggestive language or activities.
2. Staff will avoid situations where they are alone in private with a child/adult at risk of harm in a situation where no one else may enter, for example being alone with a child in a home, being alone with a child in a room with the door closed, or being alone with a child in an 'online room'. Staff will not sleep in the same room or tent alone with one or more children/adults at risk of harm. Exceptions may be made in the case of immediate family members (such as natal children⁷ & younger siblings).
3. When a staff member has found himself/herself alone in a private situation with a child/adult at risk of harm as explained in point 2 above, he/she will report it promptly to their supervisor. The supervisor will record it in the incident report.
4. If a staff member becomes aware of another staff member not reporting such incidents as mentioned in 3, he/she will remind the staff member to do so, and if they still do not, then they themselves will report it to the appropriate supervisor. The supervisor will follow up on this and record it in the incident report.
5. **Whistleblowing**
 - 5.1. **As per the Public Interest Disclosure Act 1998, we expect that all staff will report improper actions and omissions⁸. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the Safeguarding Officer⁹**
6. Transport: Staff members will not transport a child/adult at risk of harm when they are the only staff member present and will ensure that another adult is present in the vehicle
 - 6.1. Those driving children/adults at risk of harm will ensure that they drive safely within the law and that seatbelts are worn by all passengers.
 - 6.2. Staff members must not go over the legal number of passengers for any given vehicle¹⁰
7. Emergencies, such as providing assistance to a young person in danger, may override some of the principles outlined in 2-6.
8. Relationships. Staff members will not have a close association or connection with a child/adult at risk of harm for whom they have responsibility (including any consenting young person aged 16

⁷ i.e. the children of the staff member

⁸ See [Appendix 3](#) for whistleblowing information

⁹ See section 5.8

¹⁰ This would be unsafe and may invalidate insurance cover

or over) which could be construed as an inappropriate personal relationship that has moved beyond friendship.

9. Photography.

- 9.1. Permission (verbal or written) must be obtained from the parents or guardians of all children who may appear in a photograph, video, live stream or webcam image before the photograph or footage is published by or on behalf of EOT in any medium.
- 9.2. It will be made clear in any form of consent why and how that child's image may be used.
- 9.3. Without express consent of the child's parent or guardian, children and young people will not be identified by name or other personal details. These details include email, phone or postal addresses.
- 9.4. Staff will not insist that a child participates in photographs, video, live stream or webcam.
- 9.5. For comprehensive photography policy click [here](#)

10. Social Media.

- 10.1. Staff members will be cautious in communicating with children via Social Media or mobile phones and follow EOT's Safeguarding Policy and code of conduct and behaviour set out above. Specifically, staff will avoid personal one-on-one conversations¹¹ through these media, though they can use them for things such as communicating information to a group.
- 10.2. Should it be necessary to contact a child via one of these media, staff will include another adult in the communication.
- 10.3. For comprehensive social media policy click [here](#)

¹¹ A 'Personal Conversation' shall be defined as a series of ongoing contacts and messages going above and beyond normal human interaction needed for the communication of information related to and for the purpose of youth event activities.

Section 4: Before the Event - Training & Your Event DSL

1. All staff who serve in a one-off capacity at a youth event involving children will go through a training session before the event that aims to ensure awareness about:
 - 1.1. Issues pertaining to the welfare of children and young people in general, including:
 - 1.1.1. [Event-based staff & small group leader training package](#)
 - 1.1.2. [Policy & Procedure for Prayer Ministry with young people](#)
 - 1.1.3. [Health & safety & risk assessment](#)
 - 1.2. The approaches and procedures contained in the present policy.
 - 1.3. Attendance at the training will be recorded via a signed attendance form, this form will be sent to the EOT DSL after the event.

2. Adults from local communities performing auxiliary services at an EOT youth event (e.g. speakers not staying overnight, casual kitchen staff) are not barred from attending the event environs¹² to carry out their auxiliary service. As with EOT staff members, a background check will be sought in the manner described above. Where one is unobtainable, this person may enter the event environs to perform their function (e.g. give a presentation) but may not be left alone (without another staff member) with children/adults at risk of harm at any time during the youth event and must be accompanied to / from their activity by a staff member.

3. Every EOT youth event that involves children will have a Designated Safeguarding Lead (DSL) for that event who will be made known to you. The event DSL has five main functions:
 - 3.1. To ensure that training on child protection is given as outlined below for ‘one off events’.
 - 3.2. To receive from you, any concerns or allegations made to you.
 - 3.3. During the event to act as an advocate, i.e. someone with whom any young person or adult may talk independently, whether their concerns involve them or someone else.
 - 3.4. To ensure that any concern or allegation of abuse is responded to appropriately.
 - 3.5. To communicate any concerns or allegations of abuse to the EOT DSL.

¹² Shall be defined as the event location written upon the risk assessment

Section 5: Disclosure and Dealing with Concerns or Allegations of Abuse

1. Any concern, suspicion or allegation in relation to the inappropriate treatment of a child or behaviour of a staff member, whether reported by an adult or young person, will be taken seriously by EOT and responded to appropriately. This includes any breaches of the policy laid out in this document¹³.
2. At the beginning of each programme, before any small group or pastoral work with participants is undertaken, the event DSL shall ensure that an announcement regarding the limits of confidentiality within pastoral work and sharing groups is made and that, in particular, any disclosures of child abuse must be reported.
3. Any staff member who hears of or is informed of a concern/allegation will contact the appropriate Designated Safeguarding Lead (DSL) as soon as possible. If it is in connection with an event, during the course of an event¹⁴, the Event DSL will be contacted; in all other cases, the EOT DSL will be contacted.
 - 3.1. Under no circumstances will a staff member or young person carry out his/her own investigation into an allegation or suspicion of abuse or discuss it with any person other than the Designated Safeguarding Lead. However:
 - 3.1.1. Every effort should be made to empower and support the person in making the disclosure.
 - 3.1.2. Questions may be asked for clarification purposes only but care needs to be taken not to use leading questions. The TED formula may be used (Tell, Explain, Describe) to help the young person make their disclosure
 - 3.1.3. The staff member will tell the young person that they (the staff member) must report this to the DSL.
 - 3.1.4. Staff members should then clarify with the event DSL actions to support the person making the disclosure in their continued interaction with the event
4. The Designated Safeguarding Lead will respond as follows:
 - 4.1. If a child is in immediate danger the police will be contacted (dial 999 in the UK or Ireland; 112 in most other European countries).
 - 4.2. The Designated Safeguarding Lead will ensure that a written statement of the concerns or allegations is made as soon as possible. S/He will also keep a written record of his/her conversations in dealing with the matter at hand, and of any subsequent decisions and actions. Each written record will be dated, and timed where possible.
 - 4.3. The Event DSL will contact the Event Director or EOT DSL (where possible both) and agree immediate action.
 - 4.4. Necessary immediate action having been taken, the HLE's Designated Safeguarding Lead (if they have one) will be contacted & further action agreed¹⁵ in conjunction with the youth leader from the child's local group unless prohibited by 5.6.

¹³ As a UK Charity, we will follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all staff will report improper actions and omissions.

¹⁴ See 3.5.1 for definition of an event

¹⁵ Advice from ThirtyOne:Eight (see [Appendix 3](#)) can be sought to determine what further action needs to be taken.

- 4.5. If further action is required, the DSL (of the Event or from the HLE) will liaise within 24 hours with the statutory authorities (e.g. local Children’s Social Services) to refer the concern/allegation. (see Appendix 2).¹⁶
- 4.6. If an allegation has been made against a staff member that requires further action it will be dealt with accordingly:
 - 4.6.1. *The staff member will be informed of being the object of such allegations and if a decision has been made to refer the case to the appropriate statutory/government body.*
 - 4.6.2. The staff member must be withdrawn immediately from any involvement in youth work, and will be advised against any contact with children or young people on a private basis.
 - 4.6.3. **The staff member will not be informed of the nature of the allegation until the DSL is advised to let them know**
 - 4.6.4. These decisions will be reviewed at the time of and in line with the findings and recommendations of the appropriate statutory/government body. Advice will be taken from the appropriate statutory/government body and acted upon regarding whether DBS/Disclosure Scotland/Access NI will now be informed for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs.
5. The Designated Safeguarding Lead will inform other relevant parties as required. Any information in his/her possession will only be shared with consideration to principles of confidentiality.
6. Other relevant parties:
 - 6.1. Other relevant parties to be informed at the earliest possible stage:
 - 6.1.1. The directors/trustees of the Host Legal Entity responsible for the event will be informed at the earliest opportunity and kept informed of any further development.
 - 6.1.2. The Kairos Director will be informed at the earliest opportunity and kept informed of any further development.
 - 6.1.3. Parents/carers: it is good practice to be as open and honest as possible with parents/carers. However, in some circumstances (e.g. due to the nature of the concerns or the worry that contacting parents/carers may place a child or someone else at risk), advice should be sought from statutory services before contacting parents/carers.
 - 6.2. Other relevant parties to be informed:
 - 6.2.1. The Insurance Company of the HLE should be informed by the HLE
 - 6.2.2. Where the HLE is the legal vehicle for a SOS community, the community’s Outside Coordinator will also be informed.
 - 6.2.3. Leadership of a community/group that the staff member is part of will also be informed.
 - 6.2.4. Disclosure and Barring Service (DBS): a referral to the DBS will be made if applicable, i.e. when a staff member is removed from “regulated activity” because he/she has engaged in harmful behaviour or presents an ongoing risk of harm to a child. (see Appendix 4)

¹⁶ ThirtyOne:Eight can offer advice on whether this is required.

- 6.2.5. EOT Trustees and Charity Commission: EOT Trustees will be informed:
- 6.2.5.1. If a “serious incident” has occurred.
 - 6.2.5.2. If a EOT staff member is involved.
 - 6.2.5.3. Or there is some other reason that the EOT trustees may have a direct interest. A “serious incident” must then be reported to the Charity Commission, i.e. (as defined by the Commission). This would include any allegation or actual incident of abuse by someone connected with EOT, or in a situation connected with the activities of EOT. ([see Appendix 5](#)). This applies for incidents that occur outside of events. Where an incident occurs at an event the normal process as described above is that the directors/trustees of the HLE will be informed.

7. Non-recent disclosure:

- 7.1. Many child abuse allegations are not reported until years after the offences were committed. There are many valid reasons why late reporting is common:
- Fear of not being believed
 - Ongoing contact with the perpetrator
 - Threats made by the perpetrator
 - Lack of understanding at the time that their experiences constituted child abuse
 - Inability to adequately communicate the abuse due to their cognitive capacity
 - Cultural or language barriers
 - Never having been asked about the possibility of child abuse
- 7.2. Whenever a disclosure of childhood abuse outwith the programme (non-recent or not) is made to a staff member, the staff member will record what is said by the person and their responses to basic questions, and be clear about the actions that will be taken by the staff member being given the information.
- 7.3. Specifically, the staff member will:
- 7.3.1. Make a brief written record of what was stated to them. Actions described above in 5.3.1 should be used to receive the disclosure
 - 7.3.2. Sign & date the record
 - 7.3.3. Immediately inform the event DSL & clarify with the person who made the disclosure that this is what will be done
 - 7.3.4. The overriding duty **is to safeguard any children who may be at active and immediate risk** based upon the information which has been disclosed as per section 9 point 5.5.1
 - 7.3.5. The secondary duty is to care for the person making the disclosure.

8. If a staff member, participant, or anyone concerned with an EOT youth event or interaction feel that a concern / allegation cannot be raised with a DSL either at the event or with EOT¹⁷, or feel that a response has been inadequate it may be raised with ThirtyOne:Eight¹⁸ or with an appropriate statutory/government body in the country where the event takes place.

¹⁷ Contact information available [in appendix 1](#)

¹⁸ Contact information available in [appendix 3](#)

9. For questions about steps to take, the UK government provides this useful tool:
<https://safeguarding.culture.gov.uk/handling-safeguarding-allegations-charity>.

Section 6: Offering Appropriate Care

- 6.1. *Supporting those affected by abuse*: EOT is committed to offering pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who attend the events that EOT is involved in.

How EOT operates our safeguarding policy

Section 7: Involvement in Youth Work

1. Staff involved in youth events usually do so in the context and under the leadership of one of our partner organisations, and for this purpose are usually seconded to the appropriate Sword of the Spirit community or outreach for that event. Occasionally, a staff member may, by their own decision and in their personal capacity, be involved in youth activities in an organisation such as their local church, or in their local community as a member thereof. The following provisions apply where EOT has made the assignment, and not where the staff member has volunteered in their own time.
2. The organisation to which the EOT Staff member has been assigned should provide a copy of their Safeguarding Policy to the EOT Designated Safeguarding Lead (see Appendix 1) for their review.
3. EOT staff members are expected to read and follow that organisation's Policy without making exceptions to the EOT Safeguarding Policy (both policies need to be followed)¹⁹
4. EOT will not make an **ongoing** assignment of a staff member to do youth work with an organisation that does not have a Safeguarding Policy.
5. Occasionally, a staff member may be assigned to serve at a particular **one-off** youth event sponsored or organised by a body without a Safeguarding Policy
 1. The staff member will nevertheless be expected by EOT to adhere to the EOT [Safeguarding Policy Code of Conduct and Behaviour](#) during that event, and will ensure that they will be able to do so, by seeing that safeguarding issues are included in the planning stages of the event. The staff member will have to withdraw from the entire event if any aspect of the final arrangements are in direct conflict with the EOT Safeguarding Policy. This is because as an EOT Staff member they represent a UK based charity, and as such they need to follow the laws and best practice approaches of the UK.
 2. The EOT Designated Safeguarding Lead will tell such organisations that s/he must be informed when a safeguarding issue arises about an EOT staff member. EOT staff members will not be assigned to do youth work in that organisation without such prior agreement.
6. If an event including children is hosted online, the following shall apply:
 1. This policy must still be implemented.
 2. Any 'chat' function between participants must be disabled.

If small group virtual rooms are used they must be run in line with the EOT [Safeguarding Policy Code of Conduct and Behaviour](#), particularly noting the requirements for virtual rooms.

¹⁹ In any area where the two policies may not align, the "higher" or "stricter" of the two policies shall be followed - ensuring that both are therefore adhered to at all times

Section 8: EOT Supervision Ratios & Background Checks

4. Regional/Zonal youth events should take the following approach:
 - 4.1. Groups of boys should have male staff and groups of girls will have female staff.
 - 4.2. A staff to child ratio of at least 1:10 (a group of 10 boys and 10 girls should have at least 1 male and 1 female staff member).

5. All staff will have background checks²⁰ performed
 - 5.1. EOT will seek a background checks processed by our partner groups / SOS communities²¹ & outreaches in the first instance
 - 5.2. Where a background check processed by our partner groups / SOS communities is not available, in exceptional circumstances, EOT will accept a background check processed by a National, Regional or State Government body for recognised state government activity²² completed within the last 3 years. Acceptance of this check shall be at the discretion of the EOT Designated Safeguarding Lead

6. To perform a check:
 - 6.1. Either the person recruiting the staff member, or the event leader will ask the EOT central office database if we have a police check already for any of these individuals from the last 3 years.
 - 6.2. If the central office does not already have a check from the last 3 years, then the individual will be told that we need to carry out a police check and ask for their permission to do that. If they say no, then they will not be able to carry out the service.

7. The local community that they are connected to will be asked to order/carry out and provide to the central office database a copy of a police check where it is recorded and filed. In some countries the local community may need to ask the person to get this themselves.

8. If it is empty (nothing to disclose), then they can be asked to take on the service.

9. If it is not empty (as there is some form of criminal record in their past), then the staff member responsible for the youth event and the EOT Designated Safeguarding Lead will make a decision whether this information affects if we should ask the individual to take on the service. Final decision rests with the EOT Designated Safeguarding Lead.
 - 9.1. **Any background check that implies the individual would pose a risk due to criminal activity involving minors or sexual or physical abuse shall not be permitted to attend**

10. If it is impossible to carry out a police check, then a local background check can be used in its place for that event with the agreement of the EOT Designated Safeguarding Lead. The local background check is obtained by filling out both Appendices 6 and 7.

11. If someone has been appointed to serve at an event, but unavoidably pulls out:

²⁰ A background check shall be defined as a check completed to determine whether the individual has a criminal record. EOT will accept background checks from the ordinarily mandated government bodies in the relevant countries such as: The National Police service, The National Social Services Incorporated body, The National, Regional or State Government bureau of Records or similar

²¹ Partner groups / SOS communities may themselves define how they process their background checks - either through their own charity status or through the use of an external organisation (Child Evangelism Fellowship, Catholic Archdiocese, Thirtyone: eight, or similar)

²² e.g. The NHS, A State or Charter Secondary School, etc.

- 11.1. The central database should be examined to find a pre-checked individual who could take their place.
- 11.2. If there is no-one suitable/available on the pre-checked list, then the process should begin again to appoint a new person
- 11.3. If there is a possibility that a response to the police check for the new person will not be received in time for the event then, in addition, a local background check can be sought. If the police check has not arrived by the time of the event, the local background check will be used to determine if the person is suitable to serve. The local background check is obtained by filling out both Appendices 6 and 7.

Section 9: Events Undertaken Directly by EOT

On occasions, some youth activity may be organised and undertaken directly by EOT itself, for example a mission trip to a location where we have no Host Legal Entity (e.g. a host community).

As part of the planning process for such events:

1. The approach to background checks will be carried out as described in Section 5.
 - a. EOT uses ThirtyOne:Eight (previously the Churches' Child Protection Advisory Service) as their "Umbrella Body" to process these applications.
2. A Risk Assessment will be undertaken to ensure that any activity will be conducted safely. The Risk Assessment will be reviewed by the Designated Safeguarding Lead.
3. The parents of invited young people will receive:
 - a. Information outlining the main logistics and activities, and the name of the person to contact (ie the EOT Designated Safeguarding Lead) if they have any concern about the event or one of the staff members behaviour.
 - b. A way to give consent for their child to attend.
4. The young people will be informed about who to contact (i.e. small group leaders or the Event Designated Safeguarding Lead) if they have any concern about individuals' behaviour during the event.

Section 10: Designated Safeguarding Leads

1. EOT will have a “Designated Safeguarding Lead” (DSL), i.e. a staff member who is responsible for dealing with safeguarding issues ([see Appendix 1](#)) as well as a deputy who will act when the DSL is unable to do so. They will be appointed by European Outreach Trust Trustees and endorsed by the Kairos Director. The DSL will have four main functions:
 1. To ensure that this Policy is implemented and regularly reviewed (e.g. yearly).
 2. To ensure that any external organisation having service connection with EOT has a Safeguarding Policy which is adequate within the terms of this policy.
 3. To act as an advocate, i.e. someone with whom any young person or adult may talk independently, whether their concerns involve them or someone else.
 4. To ensure that any concern or allegation of abuse is responded to appropriately.
2. The Designated Safeguarding Lead is responsible for storing securely any written information (see below under “Dealing with concerns or allegations of abuse”). Such records will be retained indefinitely.
3. If and when required, the Designated Safeguarding Lead may delegate some of these tasks to (or enlist the help of) another appropriately qualified/trained staff member.
4. Every EOT event that involves children will have a Designated Safeguarding Lead for that event. This event DSL will be someone whom the event organisers have confidence can fulfil the below responsibilities. The Event Director will nominate someone to be the Event DSL. This person will be assessed and if suitable will be appointed by the EOT DSL. They need to have a background check carried out before taking on this role. The event DSL has four main functions:
 1. To ensure that training on child protection is given as outlined below for ‘one off events’.
 2. During the event to act as an advocate, i.e. someone with whom any young person or adult may talk independently, whether their concerns involve them or someone else.
 3. To ensure that any concern or allegation of abuse is responded to appropriately.
 4. To communicate any concerns or allegations of abuse to the EOT DSL.

Section 11: Training

1. EOT has staff who serve in an ongoing way and staff who serve in a one-off capacity at an event
2. All staff who serve in an ongoing way will have both:
 - 2.1. An annual in-house training session to ensure awareness about:
 - 2.1.1. Issues pertaining to the welfare of children and young people in general.
 - 2.1.2. The approaches and procedures contained in the present policy.
 - 2.1.3. For new hires, this training should be delivered within 10 weeks of starting to work for EOT
 - 2.2. An annual external training session delivered by a recognised safeguarding charity / expert
 - 2.3. Attendance at training will be recorded in the 'Register of staff training'.
3. All staff who serve in a one-off capacity at a youth event involving children will go through a training session before the event that aims to ensure awareness about:
 - 3.1. Issues pertaining to the welfare of children and young people in general.
 - 3.2. The approaches and procedures contained in the present policy.
 - 3.3. Attendance at the training will be recorded via a signed attendance form, this form will be sent to the EOT DSL after the event.

APPENDIX 1 - Charity Information & Designated Safeguarding Leads

Charity Information:

The primary object of the charity is the advancement of the Christian faith, which it does through the Sword of the Spirit, an international network of ecumenical Christian communities. These communities engage in pastoral and evangelistic work, in the provision of public worship, and in cooperating with one another in pursuing their compatible aims.

Address:

31 Lynton Road

London,

W3 9HL

Phone: 02089927170

Email: europeanoutreachtrust@btconnect.com

Charity Number: 278068

Safeguarding Officers:

Safeguarding Lead

Name: Catherine Brennan

Address: 141 Ulsterville Avenue, Belfast, BT9 7AU

Contact:

Tel: 07810871556

Email: safeguarding-officers@kairos-eme.org // cathay.brennan@kairos-eme.org

Deputy Designated Safeguarding Lead

Name: Jordan Pinto (Training in progress)

Address: Ancilla-Schwarz-Weg 4, 82140 Olching

Contact:

Tel: +4915560691393

Email: safeguarding-officers@kairos-eme.org

APPENDIX 2 - Some contacts for Local Services in the UK

Each HLE should be aware who they should contact in *their nation* when a Safeguarding Issue is raised.

BELFAST

Safeguarding and Child protection services in Belfast Health and Social Care Trust are undertaken by the Gateway Service, the first point of contact for all new referrals to children's social work service. If you are concerned about the safety or wellbeing of a child or young person, contact the Gateway Service.

How to access the Service

Anyone can contact this service directly in one of the following ways:

By phone:

During office hours (9.00am – 5:00pm): contact Gateway on 028 9050 7000

At all other times (at night, weekends and Bank Holidays) - contact the out-of-hours Emergency Service: 028 9504 9999

In person: Speak to a Duty Social Worker at

Gateway Services

110 Saintfield Road

BELFAST

BT8 6HD

LONDON (W3 area)

If you are concerned about the safety or wellbeing of a child or young person, contact Ealing council's Children and Families department.

In person: for the W3 area: speak to a Duty Social Worker at

Everyone Active Acton Centre,

High Street,

W3 6NE

By phone:

During office hours (9.00am – 4:30pm): contact Children and Families (020) 8825 8000

At all other times (at night, weekends and Bank Holidays): contact the Emergency Duty Team on (020) 8825 8000 or 5000

GLASGOW

If you are concerned about the safety or wellbeing of a child or young person, contact Glasgow council's Social Care and Health department.

Email: scdchildrenandfamilies@glasgow.gov.uk

By phone:

During office hours (9.00am – 5:00pm): contact 0141 287 0555

At all other times (at night, weekends and Bank Holidays): Out of Office Hours Phone 0300 343 1505

APPENDIX 3 - Useful Resources for events in the UK or issues outside of events

UK Charity Commission:

<https://www.gov.uk/government/organisations/charity-commission>

NSPCC (UK-wide)

The UK's leading charity specialising in child protection and the prevention of cruelty to children. Provides information and advice to adults.

Weston House
42 Curtain Road
London
EC2A 3NH

If you are worried about a child or need advice, contact their free 24/7 adult helpline.

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Website: www.nspcc.org.uk (general public) www.nspcc.org.uk/inform (professionals)

ThirtyOne:Eight

ThirtyOne:Eight has a 24-hour helpline offering advice and support to both adults and young people,

Tel: 0303 003 11 11

Website: <https://thirtyoneeight.org/>

ChildLine (UK-wide)

Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems etc.

Tel: 0800 1111

Website: www.childline.org.uk

Whistleblowing Links:

NI: <https://www.nidirect.gov.uk/articles/blowing-whistle-workplace-wrongdoing>

England & Wales: <https://www.gov.uk/whistleblowing>

Scotland: <https://www.mygov.scot/whistleblowing>

APPENDIX 4 - Other contacts

Disclosure and Barring Service

An individual or organisation has a duty to refer if it is a provider of “regulated activity”.

“Regulated activity” is a term defined in law. It depends on the nature and/or frequency of activities, or whether activities take place overnight. For a full definition, see:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/249435/dbs-factsheet-regulated-activity-children.pdf

Referrals and barring:

by post:

DBS referrals and barring

PO Box 181

Darlington

DL1 9FA

Email: dbsdispatch@dbs.gsi.gov.uk

Telephone: 01325 953 795

“We cannot guarantee the security of information until it is in our possession, and will not take responsibility for such information until we receive it. For this reason we recommend sending referrals and related information by registered post. However, queries and other items less than 10MB in size can be emailed to us.” (Quote from DBS website)

APPENDIX 5 - Declaration by foreign worker applying to serve at a Kairos Youth Event

This form can be used when we are unable to perform a background check.

Whether in your present country of residence or elsewhere:

- have you ever been investigated in respect of or charged with or convicted of a criminal offence?
- or have you ever been the subject of a court order 'binding you over to keep the peace' (to not do specific behaviours)
- or have you ever been subject to criminal proceedings in which the court has found the charge or charges against you to have been proved
- but in respect of which the Probation Act (or any foreign equivalent thereof) has been applied, or are you at present subject to any criminal charges or criminal investigation?

Yes No (If yes to any of the above give details on separate sheet)

2. Have you ever committed any criminal act or been engaged in any criminal conduct for which you have not been prosecuted, whether in your present country of residence or elsewhere?

Yes No (If yes give details on separate sheet)

3. Has any court in your present or any other jurisdiction ever found you liable for a civil offence?

Yes No (If yes give details on separate sheet)

4. Have you been placed on a sex offenders' register in your present or any other jurisdiction?

Yes No (If yes give details on separate sheet)

I the undersigned, who have applied to serve as:

_____ (office/position for which you are applying)

do hereby certify and warrant that in completing this form and in furnishing all the information contained herein or attached hereto, I am doing so in good faith and I further certify and warrant that all such information is true and accurate and constitutes a full disclosure of all material facts known to me.

Signed

Full name (BLOCK CAPITALS)

Date:

When completed and signed, return to Catherine Brennan – cathy.brennan@kairos-eme.org

APPENDIX 6 - Local Background Check: SOS/Kairos Worker

European Zone SOS/Kairos Child Safety Background Check	
Name of Volunteer:	
<p style="text-align: center;">Reference</p> <p>The above person has agreed to serve in a role for the SOS/Kairos. This role may bring them into contact with children. It has proved impossible to obtain a police check on them. With your knowledge of the individual concerned, could you give some information regarding his/her suitability for such work? To answer these questions, you need to have known them for at least one year.</p>	
1	<p>Have you known the individual named above for longer than one year?</p> <p>Yes / No – delete as appropriate. If no, then this form needs to be filled out by someone else.</p>
2	<p>What is your relationship to the individual concerned?</p>
3	<p>Do you think they would be suitable for working with Children?</p> <p>Yes / No – delete as appropriate</p>
4	<p>Do you know of any matters, suspicions, reports or allegations which might make their working with children inadvisable?</p> <p>Yes / No – delete as appropriate</p>
<p>Your name:</p> <p>Date:</p> <p>Email address:</p> <p>Local leadership position:</p>	