

National Spiritual Assembly of the Bahá'ís of the United Kingdom

Safeguarding Children: Frequently Asked Questions

National Spiritual Assembly of the Bahá'ís of the United Kingdom

## Safeguarding Children:

## Frequently Asked Questions

Version November 2010 (Updated January 2019)



National Spiritual Assembly of the Bahá'ís of the United Kingdom

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Registered in England - Company limited by guarantee - No. 355737

Registered Charity (1967) 250851

# **National Spiritual Assembly of the Bahá'ís of the United Kingdom**

## **Safeguarding Children: Frequently Asked Questions**

The Assembly also represents the Bahá'í communities of the Isle of Man and the Channel Islands

### **Safeguarding Children: FAQs**

#### **Caveat**

Please note that this information, where it relates to official disclosure processes, has been stimulated by questions deriving from the Disclosure and Barring Service (DBS) process in England and Wales. If there is any doubt as to the extent to which the guidance applies in your part of the UK please consult in the first instance with your Bahá'í Council.

## Relating to Disclosures



### **What if someone with no disclosure wants to work with children or young people under the age of eighteen?**

The National Spiritual Assembly is convinced that we must implement the Safeguarding Children Policy to the letter. People from within the UK without disclosures can no longer be responsible for childcare even if someone with an Enhanced Disclosure is with them.

However, there is an exception to this general rule for persons visiting a class occasionally. See page 4: *‘Are there any exceptions to the rule that you need a DBS to teach a children's class or junior youth group?’* and page 14: *‘Do Book Three and Book Five participants need a disclosure?’*

(The situation is different for overseas visitors. See page 19: *‘What should we do when Bahá'í visitors come from abroad wanting to work with children and young people under the age of eighteen?’*)





**Are there any exceptions to the rule that you need a DBS to teach a children's class or junior youth group?**

The general rule is that anyone who is going to teach, animate, tutor or host a regular activity must have a DBS certificate and their details on the list of accredited children's tutors before they initiate the class.

There is an exception to this general rule: If you are to visit a class occasionally (that is no more than 3 times a year and for no more than 2 hours each time), there is no need for a DBS check provided you are supervised at all times by someone with a valid DBS certificate.

This would allow a volunteer to visit a class to observe, to gain some practice, or to contribute a special session such as a workshop or craft activity. It does not allow you to start a regular class while waiting for the DBS certificate to arrive.

Also, this should not be interpreted to mean that a summer school or weekend school can have children's or junior youth classes with one adult teacher with DBS and volunteers/parents without DBS also teaching or helping on one or two or three days each.

If you think you are going to be asked to contribute a special session more than three times a year, you will need to apply for a DBS check as soon as possible.





### What is substantial access?

While being alone with a child is obviously substantial access there is much more to it. The National Assembly has here drawn on the guidance of the Churches' Child Protection Advisory Service (CCPAS). The document quoted unless otherwise stated is *Guidance to Churches – England & Wales – January 2007*. It quotes legislation which refers to someone with substantial access as a person who *cares for, trains, supervises or is in sole charge of* vulnerable adults or in our case children. This forms the basis of the National Spiritual Assembly's policy. Anything that gives a potential abuser a long-term opportunity and/or the credibility to develop a relationship with children constitutes substantial access. It would allow a potential paedophile ample chance to win such a degree of trust from a child as to create opportunities for abuse in other environments. It is important to remember also that abusers groom groups and communities as well as child victims. We cannot afford to look a soft target for those who would abuse our trust in order to abuse our children.





### **What level of disclosure do we need?**

The key criterion is whether people can be seen as agents of the Faith. Where there is no role as agent of the Faith there is no need for a Disclosure. Event organisers should, however, be appropriately vigilant in case someone is using his/her casual proximity in a suspicious way. The following guidance applies to anyone working with children and young people on behalf of the Faith.

The guidance from CCPAS is, as usual, a good place to start:

#### **Standard Disclosure (no longer valid for our purposes):**

As of July 2010 the Standard Disclosure is no longer sufficient for any role as an agent of the Faith.

#### **Enhanced Disclosure:**

An enhanced check should be carried out on those whose work involves 'regularly caring for, training, supervising or being in sole charge' of children and young people. This typically includes ministers, elders, children's or youth workers, workers in junior churches, holiday clubs, camps, residential weekends, nurseries, crèche etc.

## National Spiritual Assembly of the Bahá'ís of the United Kingdom

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In a telephone conversation the Disclosure and Barring Service<sup>1</sup> confirmed that if someone is dealing with children all the time an Enhanced Disclosure is essential. Members of institutions which have responsibility for Children's Activities should also have a Disclosure.

**Local Spiritual Assembly members and DBS Disclosures:** Members of Assemblies are to obtain a Disclosure if they are responsible for the running of events, courses and activities for children, youth and vulnerable adults, even if they do not have direct contact with members of those groups as a result of their oversight of the activities. The position applied for on the DBS Application form will be 'Children's Activity Supervisor'.

**Local Spiritual Assemblies:** Local Spiritual Assemblies are encouraged to place such responsibilities, if at all possible, only on the shoulders of those who already are involved directly in work with these groups and therefore have a Disclosure.<sup>2</sup>



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1. The DBS have responsibility for England and Wales. The situation in Scotland and Northern Ireland is different and variations need to be clarified in consultation with the Bahá'í Council in that area of the UK.

<sup>2</sup> Source: National Spiritual Assembly's Safeguarding Children policy page 7 'Core of the Safeguarding Policy'



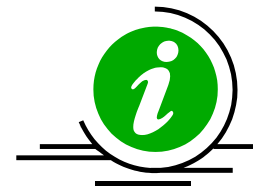
### When do I renew an Enhanced Disclosure?

The Charity Commission guidelines stipulate that a disclosure must be renewed within three years. The National Spiritual Assembly's policy is that an Enhanced Disclosure must be renewed every three years and that there will be a period of three months grace, either from the end of the three years since obtaining the disclosure or from the date of the reminder letter sent by the Office for Safeguarding Children, whichever is the later. Please note that you need to keep your contact details up to date with the Records Department of the National Office otherwise your reminder may not reach you.

If a disclosure has not been renewed by then, in the absence of extenuating circumstances it will, sadly, not be possible to continue working with children or young people on behalf of the Faith.

If, on receiving a renewal reminder letter from the OSC, you have already signed up for the online DBS Update Service, please email [osc@bahai.org.uk](mailto:osc@bahai.org.uk). With your consent, the Office for Safeguarding Children will check online the current status of your certificate before your details can be added to the register of accredited tutors. (See page 22: *How do I sign up to the online DBS Update Service?*)

See the [Safeguarding Children Policy Appendix A: Disclosure and Barring Service Application Process: Version for General Use \(England and Wales\) How to obtain a DBS Disclosure](#) (This procedure can also be followed to renew a Disclosure). Appendix A also includes guidance on subscribing to the DBS online Update Service. This document is also downloadable from the National Assembly website: <https://bahaidata.com> or email [osc@bahai.org.uk](mailto:osc@bahai.org.uk)







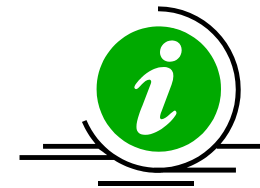
### **Do Non-Bahá'ís need disclosures as well?**

Yes, they do. They should go through the same procedures as the Bahá'ís when the event is running under the auspices of a Bahá'í agency or institution. Purely private and informal arrangements are different for both Bahá'ís and non-Bahá'ís (see Guardians and Informal/Personal Arrangements below). When we use professional agency staff the responsibility for ensuring they have an appropriate disclosure falls on the agency.



### **Is it only Bahá'ís who can be on our list of accredited children's tutors?**

The Safeguarding Children Policy allows for people who are not Bahá'ís and/or not on a list to go through the National Spiritual Assembly procedure and obtain a disclosure by the appropriate route so that, if they are known to be competent, they can also work with children on our behalf and be on our list.





**Should people who are first-aid resources have an Enhanced Disclosure?**

The short answer is yes. While their access may not be “substantial” in the strict sense of the way that word is defined, because their role, when exercised, will almost certainly involve physical contact it requires an Enhanced Disclosure.



**Why can't everyone be asked to obtain an Enhanced Disclosure?**

If someone is not actually involved with children's classes etc at present, unless s/he has specific plans to become involved, we do not have the right to ask them to obtain a disclosure. Only substantial access to young people that is on-going or soon to take place is what exempts us from the law that says that we cannot require someone to apply for a Disclosure.



Safeguarding Children: Frequently Asked Questions



**If other adults reside in a home where children's classes are taking place, do they need a Disclosure?**

The Office for Safeguarding Children asked the advice of the Churches' Child Protection Advisory Service (CCPAS) which is outlined below:

As long as the adults in the home, where the children's class is held, are not involved with the children's class - that is they

- do not come into contact with the children in anyway
- do not come into the room
- do not greet the children

then they do not need to obtain a DBS as they do not qualify for one.

However the CCPAS said that the DBS adults present need to be 'mindful' of any concerns about other adults present who are not involved and if so then it would be preferable to not hold a class in that home but move it to another place.





## What Kind of Lists Do We Keep?

The situation in England and Wales is complicated.

Whereas in the past the National Assembly kept a list of Schedule 1 offenders and event organizers could ring and ask whether any of the children's class volunteers were on it, this is no longer possible. The list has had to be discontinued because it is not legal to keep such a list.

We can only keep a list of those who have made a successful application to be included in the pool of accredited children's tutors and aides. We can also record the date of the Disclosure so that we can make sure that people renew them in a timely fashion. Any list that includes or is based on Disclosure information can only be shared on a very limited basis with those who really have a need to know. Currently this is restricted to the National Office, Bahá'í Councils in England and Wales as well as the Training Institute, its Coordinators and the OSC.

No organisation or agency can keep a record of anything which implies the content of the Disclosure including comments on whether the Disclosure was satisfactory or not.

If organisers need to check whether a particular individual has been included in the volunteer pool, they will need to contact the Office for Safeguarding Children list administrator: [june.gumsley@bahai.org.uk](mailto:june.gumsley@bahai.org.uk) the agencies listed above or the National Office, all of whom hold copies of the list. No one who is not on the list should be used. When any one interested has gone through the appointment procedure their name will appear on the list and only then can they be used.





### What is the policy for under 18's as animators?

As a result of the Protection of Freedoms Act 2012, the minimum age for applying for Disclosure is now 16 years and over at the time of application.

As far as the National Assembly is aware there is therefore no obstacle to people over the age of 16 obtaining a disclosure. While it is true that many people of that age do not have all the documentation the DBS identity checking process, at the time of completing the application form, allows for this by following alternative identity checking routes. Therefore all under 18s with substantial access to children must be checked. It is worth contacting the National Office or the Office for Safeguarding Children if there are problems in this area and they will advise as best they can.

16 – 17 year olds who are involved in helping run children's classes and/or helping with Junior Youth Groups should be asked to apply for an Enhanced Disclosure. It will have to be made clear that such people, in fact all those under 18, are never to be left in sole charge of a class or group as they count towards the number of children present and are not considered, under law, as adults who can be given such responsibility (see below).

If the young person has all the requisite documents including ones that are valid proofs of address the Disclosure process is identical with that of an adult. (See the [Safeguarding Children Policy page 12 v. Disclosures for 16-17 Year-olds](#))





### **Do Book Three and Book Five participants need a disclosure?**

As it stands at the moment, while it is advisable that all those undertaking Book Three should apply for an Enhanced Disclosure at the start, the National Spiritual Assembly is not minded to make it compulsory quite yet, though that too will come. The reasons explained below apply equally to Book Five, though there in terms of youth not children.

The National Assembly is well aware that those with a training or supervisory role, no matter how short, should be DBS checked, it feels a distinction can fairly be made between a short training experience as part of a diverse sequence of courses and a real life class being run on behalf of an agency of the Faith. Not all Book Three participants will feel moved to teach children after their brief training experience so enforcing a disclosure for all at this point seems unnecessary.

**If you are to visit a class occasionally** (that is no more than 3 times a year and for no more than 2 hours each time), there is no need for a DBS check provided you are supervised at all times by someone with a valid DBS certificate.

This would allow a volunteer to visit a class to observe, to gain some practice, or to contribute a special session such as a workshop or craft activity. It does not allow you to start a regular class while waiting for the DBS certificate to arrive. (See page 4: ***Are there any exceptions to the rule that you need a DBS to teach a children's class or junior youth group?*** for the full guidance.)

Obviously non-Bahá'ís should be treated in exactly the same way as Bahá'ís as far as DBS checks are concerned.





**What about disclosures for other kinds of informal event or personal arrangement?**

The key issue is always whether a project can be viewed as a being a personal matter and nothing to do with the Bahá'í community – or whether it needs to be viewed as a Bahá'í project and therefore subject to the normal child safeguarding procedures. If there is anything to link it to the administration, the policies apply. If any kind of individual initiative is linked to the Four Core Activities of the Five Year Plan, no matter how tenuously, it probably should be viewed as a Bahá'í project even if the word Bahá'í is not being used at this point. For example, if neighbours are targeted with leaflets giving information, this would constitute formalised outreach work and would not be seen as just an informal arrangement amongst friends if something went wrong.



Safeguarding Children: Frequently Asked Questions



**How should we define family members for the purpose of DBS checks and Child Protection?**

In some cases the participants of a children's class are children or siblings of the tutor. Clearly one would not need a DBS check to interact with one's own brother, sister, or child. What about more distant relatives, such as niece/nephew, or cousin? For these purposes, it was decided that "*family*" would be defined as first degree relatives (parents and siblings) plus such other relatives as normally live with the child. It is a sad fact that most abuse takes place within families and we cannot therefore define the family more widely than this, even at the risk of cutting across cultural expectations about the role of members of the extended family.



**Does an Enhanced Disclosure cost us anything?**

For those working as volunteers disclosures are free (*see the next question for the DBS definition of a volunteer for a criminal record check*). If a person is working for the National Spiritual Assembly and is looking after children or young people as part of their Job Description the National Fund will be charged for their disclosure.







### What is the DBS definition of a volunteer for a criminal record check?<sup>3</sup>

The DBS definition of a volunteer is defined in the Police Act 1997 (criminal records) Regulations 2002 as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not benefit directly from the position the DBS application is being submitted for. The applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification



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<sup>3</sup> **For Registered Bodies** It states on the DBS application form that: ‘By placing a cross in the yes box (at section 68) you confirm that the post meets the DBS definition for a free-of-charge volunteer application. Please note that DBS may recover the application fee if box 68 is marked in error and this could result in the cancellation of your DBS registration.’



### **When does organising a guardian for children entail a disclosure?**

If an adult is asked by a parent or youth, or offers to a parent or youth to be the guardian of a child/youth at a residential school, does that person need Enhanced Disclosure? A rule of thumb the National Assembly uses is that if the arrangement can fairly be described as a private one between the families there is no need for a disclosure: presumably this is frequently the case. Such arrangements would not fall under the Safeguarding Children procedures. Parents should however be encouraged to exercise due caution.

If, however, the arrangement is a formal one, made by an agency of the Faith in its name, a disclosure is necessary. Clearly if the guardianship is arranged by the organisers then Safeguarding Children procedures kick in.



Safeguarding Children: Frequently Asked Questions



**What should we do when Bahá'í visitors come from abroad wanting to work with children and young people under the age of eighteen?**

CCPAS advice is again helpful. They write:

When recruiting workers from abroad, certificates of good conduct can sometimes be obtained from the police or church leaders in their home church. However, these need to be treated with caution. As with any other criminal conviction certificate, it can only provide "known" information. Some countries are well behind the UK in recognising abuse/child protection issues. Whilst UK checks will involve intelligence from other agencies, foreign checks are likely to be far more basic and cannot be equated with a check in the U.K. In this situation it is advisable that these workers do not have unsupervised contact with children but they could work alongside an approved worker.

This is basically the approach that the National Assembly has adopted. Anyone on a six month visa, provided that it permits volunteer working, can be enlisted to work with children and youth if an adult with an Enhanced Disclosure is always present. It would be advisable to ensure that such people move from one group of children to another during this period: it would not be wise to allow anyone to work with the same group of children for more than one day without clearing this with the OSC. The National Assembly is considering what procedure would be appropriate for Year of Service volunteers: as soon as this has been decided an amendment to the policy will be published and all related documentation will be altered to bring it into line. The CRB (now known as the Disclosure and Barring Service) confirmed that disclosures obtained by people from abroad would be of dubious value. They write:

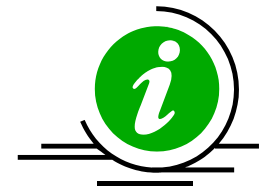
It may also be of limited value to ask for a Disclosure in respect of a person with very substantial gaps in their UK residence, or of individuals with little or no previous residence in the UK. The Police National Computer (PNC) contains a limited number of overseas convictions but this data is by no means comprehensive.





**Do people who, for professional or other reasons, already have an Enhanced Disclosure, need to apply for another one for their Bahá'í service?**

Sometimes people who are teaching children classes or Ruhi classes think that they are fine as they have an Enhanced Disclosure through their job. The National Assembly has concluded that all those who have substantial access to children must go through the enhanced disclosure procedure regardless of their clearance with another organisation. Many teachers are checked as a group and do not have any certificate to prove their clear disclosure and professionals in the NHS often only have a check done on appointment and never again unless they change their job. Even if someone produces a Disclosure Certificate, whether from their work or through the National Assembly procedure, organisers should confirm they are on the list of accredited tutors.





**Can an Enhanced DBS certificate from another organisation be accepted to work with children?**

If a person has substantial access to children and young people under 18, and only has a paper certificate, then it must be a DBS certificate applied for under the auspices of the National Spiritual Assembly.

If a person has subscribed to the DBS online Update Service through another organisation or through employment within the same 'Child' workforce (e.g., professional teacher, school assistant, medical position etc), they must inform the Office for Safeguarding Children (OSC) ([osc@bahai.org.uk](mailto:osc@bahai.org.uk)) as their consent is required to check online the status of their disclosure. Even so, in addition, a clear Enhanced Disclosure paper certificate, along with their personal details being entered on the National Assembly's Accredited Children's Tutor list, will both still be a requirement for working within the Bahá'í community with under 18's.





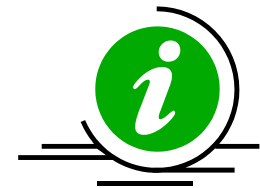
### **How do I sign up to the online DBS Update Service?**

Please go to the DBS online Update Service website: <http://www.gov.uk/dbs-update-service> and follow the 'How to register' guidance. It is free for volunteers. You must do this within 30 days of the certificate's date of issue. You can also register with the DBS application form reference number but your application form must be received by the DBS within 28 days. You can wait until your certificate arrives and subscribe to the Update Service using the certificate number and issue date. You'll get an ID number with your registration that you need to log on to the service. Once you have registered please inform the Office for Safeguarding Children ([osc@bahai.org.uk](mailto:osc@bahai.org.uk)) so that the information can be added alongside your details on the list of accredited tutors.



### **What do we do if an Asylum Seeker wishes to work with children on our behalf?**

The only guidance specifically for them is that care should be taken to ensure that the terms of their stay allow them to undertake such voluntary work as otherwise we could be in breach of the law. In other respects they should be treated as other people from abroad if they are not in a position to apply for a disclosure (see above).





## What should we do when activities are organised through non-Bahá'í Organisations?

If a venture is not organised under the auspices of the Bahá'í administration it does not require the application of our child safeguarding procedures. In these sorts of situations where Bahá'í are involved as individuals in non-Bahá'í ventures the onus for ensuring that the appropriate child safeguarding processes are followed rests with the non-Bahá'í organising body (and with the parents of the children/youth to check this out should they wish) and not with the Bahá'í community.

For example, if a child has arranged a study circle in his/her school, the study circle is being held during school hours and the Principal has given approval for it, since the study circle is being held under the auspices of the school (rather than under the auspices of a Bahá'í institution), there is no reason for us to insist on parental consent. The pupil can safely be guided by the school, with whom the responsibility lies, given that the school acts in loco parentis.

It may solve the problem if such people were to be given a copy of our safeguarding policy.





**What do I do if the manager of a community hall, where a Bahá'í event involving a children's class of youth activity is to take place, has asked to see copies of the Disclosures of those involved in teaching?**

The Criminal Records Bureau (now known as the Disclosure and Barring Service: DBS) advised that this is something that the management committee of the community hall should not be asking as they are not our employers, and as such they are not in the position to ask nor insist on seeing anyone's disclosure documents if they are not their employees.

Also they advised that a Disclosure certificate is private and confidential to the person who holds it, and that if an employer or organiser wants to see their employee's (or in our case a Bahá'í's) Disclosure it is only at the discretion and willingness of the person themselves as to whether they show it.

If organisers of the cluster school need to check whether a particular individual has been included in the volunteer pool, they will need to contact the Office for Safeguarding Children list administrator: [june.gumsley@bahai.org.uk](mailto:june.gumsley@bahai.org.uk). However this would be for the organising committee's information only. It may solve the problem if such people were to be given a copy of our safeguarding policy.





## Ratios and Such



**At events not organised for children and youth only, if someone is over 16 but under 18 is it sufficient for a parent/guardian to sign the consent form and leave them in the general care of the organisers?**

No, it is not. No matter how we might view 16 and 17 year olds in terms of what they can do in ordinary life – get married, have children, drive a car etc – this counts as nothing. The law in the formal setting views them AS CHILDREN to be supervised and protected. It is interesting that this is the case even in Scotland where 16 year olds are legally much closer to adults than in England and Wales.

We may think of 16 and 17 year olds as "young adults" for the reasons given above. Legally this does not appear to be the case. There are other examples. Anyone up to their 18<sup>th</sup> birthday when attending Bahá'í events, has to be adequately supervised. The difficulty is the word "adequately". This is closer to children's than to adults' supervision. This may be difficult to accept but in the absence of convincing alternative local authority or judicial precedents it is the line that we must follow. *“A child is anyone who has not yet reached their 18<sup>th</sup> birthday.”* (Children’s Act 1989, 2004)





### How does this affect the ratios of adults to children?

There are ratios laid for how many adults (i.e. over 18s) need to be present with groups of children and youth of different ages (see the National Assembly's Guidance [CPol Sup 8 Day Care Guidance](#)). For these purposes, even with a Disclosure, someone under the age of 18 does not count as an adult. Therefore, depending on the ages of the people involved, at least one adult over the age of 18 with an Enhanced Disclosure will need to be present.

#### The minimum adult to child ratios

0 - 2 years	1 adult to 3 children
2 - 3 years	1 adult to 4 children
4 - 8 years	1 adult to 6 children
9 - 12 years	1 adult to 8 children
13 -17 years	1 adult to 10 children

When young people are helping to supervise younger children only people aged 18 or over should be counted as adults when calculating adult to child ratios. Youth aged 16-17 year olds must be DBS checked and have their details on the list of accredited tutors before helping to supervise younger children.



Safeguarding Children: Frequently Asked Questions



**Is there guidance from the National Assembly on a dedicated adult to child ratio for events with those in the age group 11 to 18?**

Yes there is in the following extract in a letter from the National Assembly (dated 4 February 2016 – reference SRL-23356) to the Office for Safeguarding Children.

*'After careful consideration, the National Assembly has decided that the dedicated adult to child ratio for events with those in the age group 11-18 should be 1:10, and that those resources serving as a guardian at an event should henceforth not serve in any other capacity. Other adults serving at these events would be called upon to act as a guardian if there were any significant issues raised, or if a risk assessment identified a need to slightly increase in the number at the outset...a risk assessment should take place for all events.'*

Please contact the Office for Safeguarding Children for further guidance on ratios including risk assessments: [osc@bahai.org.uk](mailto:osc@bahai.org.uk)



# National Spiritual Assembly of the Bahá'ís of the United Kingdom

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### Is this all I might ever need to know?

Read in tandem with the *A General Guide to Safeguarding Children* (available from the OSC), this should cover most information the ordinary member of the Bahá'í community needs to know and more. However, if you are going to undertake certain specific activities such as running children's classes or junior groups open to all, if you are attending residential or other events in an official Bahá'í capacity where there are children present or if you are on an Assembly where these kinds of issues are confronting you, then you really need to obtain and study the ***National Assembly's Safeguarding Children policy and its Appendices***. This is available on the National Assembly website at <https://bahadata.com>. To obtain a copy as PDF file please e-mail [osc@bahai.org.uk](mailto:osc@bahai.org.uk). For a hard copy contact the National Office. The Appendices cover important additional issues:

**Appendix A** Disclosure and Barring Service (DBS) Application Process (England & Wales): covers the basic essentials of the disclosure procedure & guidance on subscribing to the DBS online Update Service

**Appendix B** Minimum Standards For Organised Teaching Projects & Appointing an Independent Person responsible for Child Protection Issues

**Appendix C** Ensuring the Competence of Children's Class Teachers: a period of accompaniment for new teachers before being put on the list of accredited teachers

**Appendix D: Section 1** Extracts from Safe from Harm: a summary of a very useful HMSO code of practice

**Appendix D: Section 2** Extracts from Working Together to Safeguard Children (2015): outline of roles & responsibilities including Faith communities

**Appendix E** Voluntary Disclosure Form: a form that all volunteers who want to work with children and youth must complete

**Appendix F** Policy on the Recruitment of Individuals Who Have a Criminal Record: explains how the disclosure information is handled by the National Spiritual Assembly

**Appendix G** Policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosures Information

**Appendix H** Children's Activity Organiser's Checklist: completed form to be sent to the OSC no later than seven days after an event

**Appendix I** Other Resources: information on where Child Protection & Safeguarding procedures can be obtained

## National Spiritual Assembly of the Bahá'ís of the United Kingdom

### Safeguarding Children: Frequently Asked Questions

There are supplementary guidance documents available from the OSC or the National Office (see email addresses above) which include detailed consideration of the following, some but not all of which is covered in this general guide:

**Keeping Children Safe:** This policy exists to make sure that the children are kept safe from harm and explains, in a question and answer form, the minimum DBS requirements for working with under 18's.

**Responding to Allegations of Abuse:** detailed guidance on how to respond to young people possibly disclosing abuse

**Definitions & Signs of Abuse:** explains definitions of the various forms of abuse and details the various telltale signs of possible abuse

**When you tell the local authority:** explains what happens when you call in the local authority in cases of possible abuse

**Residential Guidance:** outlines how to deal with the concerns at such events as residential schools

**Imagery, the Internet & Mobile Phones:** explains the National Assembly's policy of the use of images of children & advice about children, the internet & mobile phones

**Day Care Guidance:** explains in brief some of the rules and regulations that apply to child care arrangements on a day basis

**Responding to Bullying and Self-harm concerns** - helpful contacts and information for event organisers and Independent Persons

**Guidance for Prospective Independent Persons - Bahá'í Residential Schools:** it explains the duties of the Independent Persons covering Child Protection issues and to whom children or concerned adults may go with issues of any kind relating to those under the age of 18

**List of Document Checkers for Applicants** - requires frequent updating and is available from the same sources.

