

{Charity Logo Here}

{Charity Name}

CHILDREN AND VULNERABLE ADULT SAFEGUARDING POLICY & PROCEDURE (Religious Groups)

Version Number			
Date Approved			
Approved by			
Signed		Position	

Amendment Log

Version Number	Date	Detail of amendments	Amended by
1.0			

Contents

1. Introduction.....	3
2. Scope	3
3. Roles and Responsibilities	4
4. Mandatory Training	5
5. Vetting Checks	5
6. Safer Recruitment – Trustees/board members, Staff, or Volunteers with unspent convictions	7
7. Reporting Information	8
8. Types of Abuse for Children	10
9. Signs of Abuse in Children	11
10. Types of Abuse for Adults	11
11. Signs of Abuse in Adults	11
12. What to do if a trustee, staff member, or volunteer is accused	12
13. Practicing of religion in a safeguarding context	13
14. More sources of information.....	14
15. Relevant Legislation.....	15
Appendix A – Designated Safeguarding Lead	16
Appendix B – Risk Assessment Tool – Criminal Convictions.....	19
Appendix C – Sample code of conduct	22

1. Introduction

- 1.1. *[Charity Name]* is dedicated to protecting the welfare and dignity of our beneficiaries, including children and adults. We consider safeguarding as one of our top priorities and we are committed to ensuring that all those who come into contact with our organization, directly or indirectly, are protected from any form of abuse or harm. To achieve this, we have put in place the following safeguarding policy.
- 1.2. The purpose of this safeguarding policy is to ensure that our charity is committed to the safety and protection of all our beneficiaries, staff, and volunteers from harm and abuse. As a charity, it is our responsibility to create a safe and inclusive environment where everyone can feel respected, valued, and free from harm.
- 1.3. We recognise that safeguarding is not only a legal and regulatory requirement as laid out in the St Helena Charities Ordinance, 2005 but also an ethical and moral obligation. Ensuring safeguarding best practices are implemented helps us to safeguard children and vulnerable adults who may rely on our support and build trust with the individuals we serve, our staff, volunteers, and stakeholders.

2. Scope

- 2.1. This safeguarding policy applies to everyone connected with our charity, including but not limited to beneficiaries, staff, volunteers, trustees/board members, contractors, suppliers, and partners. Moreover, we ensure that this policy is implemented across all our activities, projects, and services that we provide.
- 2.2. This policy outlines our commitment to safeguarding, our process for reporting safeguarding concerns, and actions taken to prevent harm and abuse. Also, it provides clear guidelines for all individuals associated with us to follow in safeguarding our beneficiaries.
- 2.3. We recognise that safeguarding is a collaborative effort, and everyone associated with us must play their part in achieving this goal. We commit to providing adequate training, supervision, and support to our staff, volunteers, and trustees/board members to enable them to meet their safeguarding responsibilities.
- 2.4. Furthermore, we will review and update this policy annually to ensure it remains up-to-date with current legal requirements and best practices. We will also ensure that everyone associated with us is aware of this policy and encouraged to contribute to its success.

- 2.5. Overall, this policy is a testament to our ongoing commitment to safeguarding and promoting the welfare of our beneficiaries and everyone associated with our organisation.

3. Roles and Responsibilities

- 3.1. All staff members, volunteers, and board members have a responsibility to protect the welfare, safety, and dignity of the children and adults our charity works with. Specific roles and responsibilities at different levels of the organization are outlined below:

3.2. Designated Safeguarding Lead (DSL)

- Advise and support the senior team in developing and establishing your organisation's approach to safeguarding.
- Play a lead role in maintaining and reviewing your organisation's plan for safeguarding.
- Coordinate the distribution of policies, procedures and safeguarding resources throughout your organisation.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage safeguarding concerns, allegations or incidents reported to your organisation.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.

See Appendix A

3.3. Trustees/Board Members

- Ensuring that safeguarding is a priority in the strategic plan
- Monitoring and reviewing the safeguarding policy
- Nominated person for safeguarding

3.4. Management Team

- Ensuring that all members of staff and volunteers are aware of the safeguarding policy and procedures
- Ensuring that the policy is implemented and complied with
- Ensuring that all safeguarding incidents are reported and recorded
- Ensuring that all staff and volunteers receive regular training on safeguarding

3.5. All Staff Members and Volunteers

- Reporting any safeguarding concerns to the designated safeguarding lead or the appropriate authority
- Completing appropriate training in safeguarding
- Implementing the safeguarding policy and procedures
- Protecting the confidentiality of the child or adult
- Adhere to the principles of the organisations Code of Conduct

4. Mandatory Training

- 4.1. All staff members and volunteers are required to complete St Helena specific safeguarding training every five years.
- 4.2. [Charity Name] will keep a record of all training attendances by its board members, staff, and volunteers.
- 4.3. The training should include the following topics:
- Understanding signs and symptoms of abuse
 - Reporting concerns – prompted by the UK care act and St Helena Welfare of Children's Ordinance legislation
 - Importance of confidentiality
 - Managing incidents and reporting procedures

5. Vetting Checks

- 5.1. To ensure the safety and well-being of children and vulnerable adults involved with [Charity Name], it is mandatory for all trustees/board members, staff, and volunteers who have regular and/or unsupervised contact with these individuals to undergo a series of vetting checks.
- 5.2. This procedure outlines the requirements for conducting vetting checks, annual updates, and the application of relevant legislation, particularly the Rehabilitation of Offenders Act.
- 5.3. **Vetting Procedures:**
- 5.4. Prior to appointment, all trustees/board members, staff, and volunteers who will have regular or unsupervised contact with children or vulnerable adults must complete the following:

- a. A full and detailed criminal record check through the Royal St Helena Police Service.
- b. For those individuals who have not been permanently resident in St Helena since turning 18, a vetting check must be secured from the appropriate issuing body of the country. i.e. a DBS check from the UK
- c. Obtain two satisfactory references from reputable sources that can attest to the individual's suitability to work with children or vulnerable adults.
- d. Conduct an in-person or virtual interview with the applicant to assess their suitability and determine their commitment to safeguarding.

5.5. **Frequency of Vetting Checks:**

5.6. All new trustees/board members, staff, and volunteers must complete the required vetting checks at the initial application stage, before commencing their role. Where it is not possible to obtain these immediately, the [charity] Designated Safeguarding Lead can undertake a risk assessment to determine whether the individual can commence subject to checks being completed. In all cases vetting checks **must** be completed within 4 weeks of commencing role, failure to complete within this timescale may result in immediate suspension and further investigation.

5.7. Subsequently, all individuals in these roles must undergo vetting checks every three years to ensure ongoing eligibility to work with children or vulnerable adults.

5.8. For existing trustees/board members, staff, and volunteers not subject to these vetting procedure, [Charity] requires that either a vetting check issued within the last 12 months be supplied, or a new vetting check completed.

5.9. **Annual Updates:**

5.10. In addition to the triennial vetting checks, every trustee, staff member, and volunteer must sign an annual update form confirming there have been no changes in their criminal history.

5.11. Failure to provide an annual update or disclosure of new criminal convictions may result in immediate suspension and further investigation.

5.12. **Legislation:**

5.13. The vetting procedures in place adhere to the Rehabilitation of Offenders Act 1974.

- 5.14. Whether spent or not, offences that will automatically disqualify individuals from working with children or vulnerable adults include:
- (i) Sexual offences against a child or vulnerable adult.
 - (ii) Homicide or serious violent offences.
 - (iii) Drug offenses.
 - (iv) Offences involving the supply or possession of firearms or other dangerous weapons.
 - (v) Specific serious and/or financial offences.

5.15. **Compliance and Monitoring:**

- 5.16. The responsibility for overseeing the vetting process and ensuring compliance rests with the designated safeguarding lead(s) or a specific person assigned by the charity's governing body.
- 5.17. The charity must maintain accurate records of vetting checks, annual updates, and any relevant supporting documentation in a secure and confidential manner.

6. Safer Recruitment – Trustees/board members, Staff, or Volunteers with unspent convictions

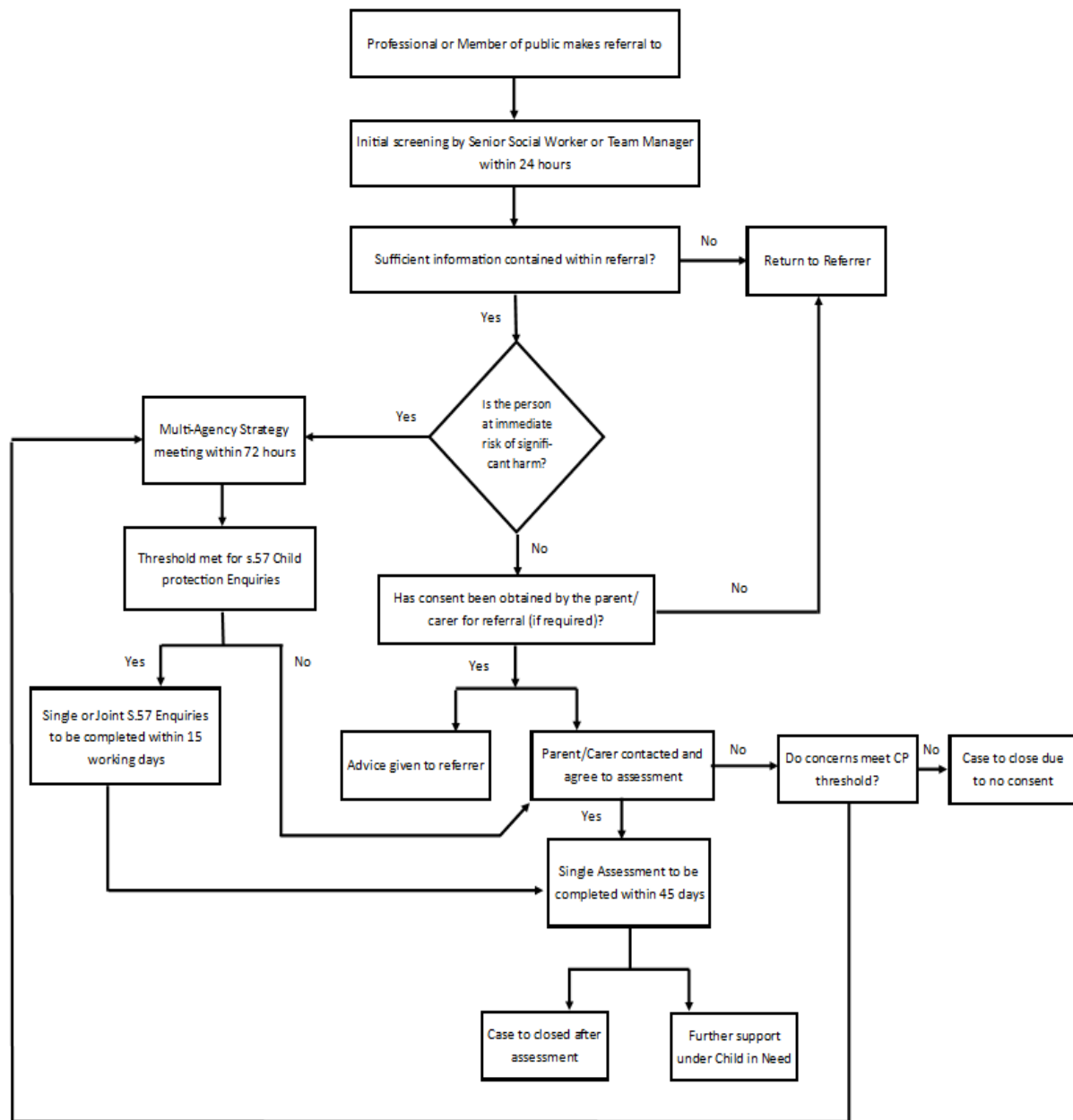
- 6.1. When recruiting new staff members, trustees/board members, or volunteers, it's essential to ensure that they don't pose any risks to the vulnerable people they will be working with. As part of this process, these individuals must undergo a thorough background check to determine their suitability for the role.
- 6.2. The [Charity] welcomes applications for positions from all members of the community, and supports the principles of the rehabilitation of offenders. Having a spent criminal conviction will not automatically preclude a candidate from obtaining a position.
- 6.3. If a candidate discloses an unspent criminal conviction, the following steps must be taken:
- a. Before making any hiring decisions, the employer must ask the individual to provide full details of their conviction(s) and the circumstances surrounding them. This information is used to evaluate the risks associated with appointing the person to the role.
 - b. The [Charity] must carry out a risk assessment to determine whether the individual poses a risk to the children or vulnerable adults they will be working with. This risk assessment should take into account the nature and severity of the conviction and the role's responsibilities. **See Appendix B**

- c. The [Charity] must obtain a vetting check for the individual. See *section 5*.
 - d. The [Charity] must review the information provided by the individual, the risk assessment, and the vetting check to determine whether the individual is suitable for the role. The employer must also consider any relevant legislation, such as the Rehabilitation of Offenders Act 1974.
 - e. If, after conducting the risk assessment and reviewing the vetting check, the [Charity] decides that the individual is suitable for the role, they must make sure that appropriate safeguarding measures are put in place. These may include enhanced supervision, closer monitoring, additional training, or restrictions on the individual's role.
 - f. It's essential to ensure that the individual's criminal record is kept confidential and that it's only shared with those who have a legitimate need to know.
 - g. The [Charity] must keep a record of the individual's criminal convictions, risk assessment, and safeguarding measures put in place.
 - h. It's also essential to provide guidance and training to all staff members, trustees/board members, or volunteers on how to handle sensitive information, including criminal records.
- 6.4. Hiring individuals with an unspent criminal conviction requires a thorough risk assessment and evaluation of their suitability for the role, taking into account relevant legislation and safeguarding measures. The [Charity] must also ensure that sensitive information is kept confidential and provide appropriate guidance and training to all staff members, trustees/board members, or volunteers.

7. Reporting Information

- 7.1. **If a child or vulnerable adult is at risk of immediate harm, call 999.**
- 7.2. All staff members and volunteers have a responsibility to report any safeguarding concerns. This can be done by reporting to the statutory service on St Helena. The reported case will be documented and shared among key personnel and safeguarding committees to ensure right guidance and actions.
- 7.3. Raising a concern to Children's Services can happen in a number of ways. You can request help yourself by calling the team on Tel: 23312 or completing an email referral as detailed below.

- 7.4. Referrals can also be made by other professionals who are working with the children or family, including schools, Doctors and the Police. If there are concerns that a child is being abused or neglected, anyone can approach the Children's Team or the Police for advice.
- 7.5. Email concerns can be sent to childrens.services@sainthelena.gov.sh. Should you have difficulties you can call the team on Tel: 23312 and they will assist you with this.
- 7.6. Should you feel yourself, or an adult you come into contact with, is at risk of harm, or may be in need of additional support for their care needs you can make a referral to the team for assessment.
- 7.7. This can be done by calling Tel: 23172 or by e-mail to adult.services@sainthelena.gov.sh
- 7.8. Outside working hours, if you have any immediate concerns then contact the Police on 999, or for less urgent concerns contact them on 22626.
- 7.9. Reports can be made anonymously via telephone to either Children's or Adult's Services or the Police



8. Types of Abuse for Children

- 8.1. Physical abuse: This refers to any non-accidental physical injury or harm caused to a child. It can be in the form of hitting, shaking, burning, or other forms of physical harm.
- 8.2. Emotional abuse: This involves the persistent emotional mistreatment or neglect of a child. It can manifest in various ways, including verbal abuse, belittling, threatening behaviour, and humiliation.

- 8.3. Sexual abuse: This involves the participation or coercion of a child in any sexual activity. It can take the form of inappropriate touching, exposure to pornography, coercion for sexual acts, and sexual assault.
- 8.4. Neglect: This refers to the failure of a parent or caregiver to provide basic necessities such as food, clothing, shelter, and medical care, leading to the child's harm, development, or well-being being compromised.

9. Signs of Abuse in Children

- Unexplained physical injuries such as bruising or burns
- Fear or withdrawal from a particular person or activity
- Aggressive or inappropriate behaviour
- Depression or anxiety
- Poor hygiene or malnutrition
- Inappropriate fears or phobias

10. Types of Abuse for Adults

- 10.1. Physical abuse: This involves the use of physical force to cause harm, injury, or pain to an adult. It can manifest in various forms, such as hitting, pushing, slapping, or kicking.
- 10.2. Emotional abuse: This involves the use of verbal or non-verbal communication to cause emotional or psychological harm to an adult. It can manifest in different forms, such as intimidation, humiliation, threatening behaviour, or isolating someone from their support network.
- 10.3. Sexual abuse: This refers to any act of a sexual nature imposed on an adult without their consent. It can take many forms, such as sexual assault, rape, unwanted touching, or indecent exposure.
- 10.4. Financial abuse: This refers to the misuse or manipulation of an adult's finances or assets, without their consent or knowledge. It can manifest in different forms, such as fraud, theft, or exploitation.
- 10.5. Neglect: This refers to the failure of a caregiver or family member to provide basic necessities such as food, clothing, shelter, and medical care, leading to the adult's harm, development, or well-being being compromised.

11. Signs of Abuse in Adults

- Unexplained physical injuries such as bruises or cuts

- Anxiety or depression
- Withdrawal from normal activities or relationships
- Increased isolation from friends and family
- Signs of fear or depression
- Unexplained financial changes or loss

12. What to do if a trustee, staff member, or volunteer is accused

12.1. If a trustee, staff member, or volunteer is alleged to have broken the law, the following steps should be taken:

- a. Ensure that the alleged incident is immediately reported to the Designated Safeguarding Lead and the relevant authorities, such as the police and the Children's or Adults Social Work Team (see section 7). The matter should be treated with the utmost seriousness and urgency.
- b. The accused individual must be informed of the allegations and advised of their right to legal representation. They should also be given the opportunity to respond to the allegations in full.
- c. The [charity] must consider whether it is appropriate to suspend the accused individual pending the outcome of any investigations or legal proceedings. Suspension may be necessary to protect vulnerable people and preserve the integrity of the investigation.
- d. If the decision is made to suspend the individual, they should be notified promptly and given an explanation for the suspension. They should also be informed of the expected duration of the suspension and any conditions attached to it.
- e. The charity must cooperate fully with any investigations or legal proceedings and provide any necessary support and assistance to the authorities.
- f. The Designated Safeguarding Lead must keep records of all correspondence and actions taken in relation to the alleged incident.
- g. If the allegations are proven, we must take appropriate action, which may include dismissing the individual, reporting them to the relevant professional regulatory body, or pursuing legal action. For paid employees, the [Charity] HR processes will apply.
- h. The [charity] must review its safeguarding policies and procedures and take any necessary steps to prevent similar incidents from occurring in the future.

- i. The Designated Safeguarding Lead must provide regular updates to the charity's board of trustees/board members regarding any ongoing investigations or legal proceedings.
- 12.2. It's important to remember that the accused individual is entitled to a fair and impartial investigation and that the [charity] must follow due process at all times. The safety and well-being of children and vulnerable adults must always be the top priority, but care must also be taken to ensure that the rights of the accused are respected, and that they are given the opportunity to respond to the allegations in a fair manner.

13. Practicing of religion in a safeguarding context

13.1. Adherence to the Ordinances of the Land

- 13.2. As both a charity and a religious organisation we recognise the importance of adhering to the laws and ordinances of the land in which we operate. We believe that we must act in accordance with the laws of the land, whether that be in relation to safeguarding or other matters. We recognise that in order to safeguard our community and our members, we must report suspected crimes to the relevant authorities. The requirements to adhere to the ordinances of the land overrides any religious edicts or practices if they conflict with the laws of the land.

13.3. Reporting Suspected Crimes or Safeguarding Concerns

- 13.4. If a member of our religious organisation has cause to suspect that a crime has been committed or that there are safeguarding concerns, they should report it to the relevant authorities without delay, as outlined in section 7. This applies regardless of whether the person who is alleged to have committed the crime or triggered the safeguarding concern is a member, or leader, of our religious organisation or not.
- 13.5. We are aware that our members may have concerns about reporting a fellow member, or religious leader, for suspected crimes. We want to assure all members that they should feel confident in reporting any concerns because of the commitments outlined in this policy. We will not tolerate any form of retaliation against a member who makes an allegation of abuse or neglect in good faith.

13.6. Religious Sanctions and Internal Disciplinary action

- 13.7. Internal disciplinary actions within a religious group can have an impact on safeguarding within the organisation. We must therefore make it clear that

religious sanctions or internal disciplines will not affect nor replace the need to report safeguarding concerns or suspected crimes to the appropriate authorities. We recognise that our members who have come forward with safeguarding concerns may feel apprehensive after doing so. We commit to handling any concerns that are raised seriously and taking the necessary steps to ensure the wellbeing of our members or victims.

13.8. **Whistleblowing**

13.9. We acknowledge there is a risk of intimidation, negative impact or consequences on those who report concerns of safeguarding with regards to their membership within the religious group. We therefore commit to providing a platform for whistle-blowers to report concerns without fear of repercussion, with whistleblowing procedures and contacts for reporting available to all members of the organization. All concerns raised by whistle-blowers will be treated with the respect and confidentiality that they require, and independent counselling services will be provided when required.

13.10. Our religious group acts under the requirement of the law to protect children, young persons and vulnerable adults from potential physical and psychological harm, neglect and/or sexual, emotional or physical abuse, through a rigorous policy of safeguarding.

13.11. We are committed to full compliance with the provisions of the Welfare of Children Ordinance, as well as all relevant legislation outlined within this policy. We understand the protection afforded by our legal obligations and will continue to initiate and carry out action to report any suspicion, allegation or non-compliance observed by members of the religious group or individuals outside of the group. We take our responsibility to safeguard all members of our community seriously, and we will act at all times when we suspect that the welfare of people we have contact with is compromised in any way.

14. **More sources of information**

14.1. Addition information on recognising signs of abuse, as well as key documents for St Helena can be found at:

- <https://www.sainthelena.gov.sh/public-services/st-helena-childrens-and-adults-safeguarding-board/>
- <https://www.sainthelena.gov.sh/portfolios/social-care/childrens-services/>
- <https://www.sainthelena.gov.sh/portfolios/social-care/adults-services/>
- <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>
- <https://www.nspcc.org.uk/what-is-child-abuse/>
- <https://www.actionforchildren.org.uk/what-we-do/keeping-children-safe/>
- <https://www.ageuk.org.uk/information-advice/care/safeguarding-adults/>

15. Relevant Legislation

15.1. Children

- Welfare of Children Ordinance, 2008
- St Helena Criminal Procedure Ordinance, 1975
- Sexual Offences (Communication with a child) Ordinance, 2022
- Working Together to Safeguard Children and Vulnerable Adults on St Helena

15.2. Vulnerable Adults:

- St Helena Criminal Procedure Ordinance, 1975
- St Helena Drugs (Trafficking Offences) Ordinance, 2003
- St Helena Mental Health and Mental Capacity Ordinance, 2015
- UK Sexual Offences Act, 2003
- UK Human Rights Act 1998: This act protects the rights of individuals, including the right to protection from abuse.

Appendix A – Designated Safeguarding Lead

Designated Safeguarding Lead (DSL)

If your organisation works with children or adults at risk, the Charity Commission expects your organisation to have a safeguarding lead. This is generally the individual who would respond to concerns about a child or adult at risk and ensure referral to statutory services.

If your organisation works with children, it must follow the Working Together to Safeguard Children statutory guidance. This requires you to have both a board level lead and an operationally focussed designated safeguarding lead.

A wider range of charities have also found it useful to have a designated safeguarding lead. What you require will depend on the size and complexity of your organisation, the types of activities you deliver and your level of contact with people at risk of harm.

Responsibilities of the Designated Safeguarding Lead

As the designated safeguarding lead (DSL) you act as the main source of support, advice and expertise for safeguarding in your organisation. The details of how you carry out your role will have some differences when your organisation primarily works with adults at risk or children, but the overall responsibilities will be the same.

- Advise and support the senior team in developing and establishing your organisation's approach to safeguarding.
- Play a lead role in maintaining and reviewing your organisation's plan for safeguarding.
- Coordinate the distribution of policies, procedures and safeguarding resources throughout your organisation.
- Advise on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Manage safeguarding concerns, allegations or incidents reported to your organisation.
- Manage referrals to key safeguarding agencies (e.g. social services or police) of any incidents or allegations of abuse and harm.

Who can be designated safeguarding lead?

The designated safeguarding lead should:

- be someone with resources and capacity to act
- not be the most senior person in the organisation
- be one person with overall responsibility

- be available when the organisation is active.

In some organisations the DSL will be a member of the senior management team, reporting directly to the chief executive. They must have the resources and capacity to act and to influence others.

The role may be performed by one person or the responsibilities can be shared by more than one person. In many organisations DSLs will also have other responsibilities to perform.

It is good practice to avoid the most senior person in the organisation being the DSL. This ensures that where there are concerns of underperformance normal employment or volunteer management procedures can apply. Similarly, where there is a complaint about the actions of the DSL, you may need a more senior person to step in.

This should be someone who's not been involved in previous decision making. If you have a very small staff or volunteer team, you may not have a choice but for the operational DSL to be the most senior employee or volunteer. In these circumstances, you should have a lead trustee for safeguarding who can act as a contact for escalation.

There should always be a designated safeguarding lead available when your organisation is active. This includes during activities delivered outside of normal hours, online, and cover when you're not available. It's a good idea to set up a separate, generic email address and telephone number which can be accessed by whoever is acting as DSL. This helps avoid confusion when people need to report a concern and means you're not giving out your personal details.

The DSL does not need to be available 24 hours a day, seven days a week, only when your organisation is active. You should make sure everyone knows what to do if they need emergency help when you are not working.

Skills and abilities needed for the role

You don't always need to have previous experience or qualifications in safeguarding to be the designated safeguarding lead. Knowledge of safeguarding guidance and procedures is helpful, but you can learn this through training. You do need to be confident to lead and influence others and be prepared to deal with difficult situations and people.

You also need to be organised and able to create clear systems and processes, as managing safeguarding concerns and tracking actions is the main part of your role.

Skills and abilities

- Ability to build effective working relationships with staff and others.
- Ability to advise and support individuals at all levels within an organisation.
- Act with integrity and respect when working with others.
- Administration management skills.
- Communication skills.
- Influencing skills.
- Ability to work with conflict and emotionally distressing matters.
- Ability to produce and develop guidance and resources.

Knowledge

- The role voluntary organisations have in safeguarding.
- Types of abuse and harm.
- Legislation, government guidance and national frameworks for safeguarding children and adults at risk.
- Role and responsibilities of local key safeguarding agencies, including social services and the police.
- Local social services processes for the assessment and referral of safeguarding concerns.
- Local and national agencies that provide support for children, adults and their families.

Supervision and support

Supervision can mean different things to different people but essentially it's an activity that gives you an opportunity to reflect upon your practice. As a DSL, supervision is important because dealing with safeguarding concerns may have an emotional impact on you.

Your manager should provide supervision as part of your role. If you have a team of DSLs, you could run group supervision sessions together. Or you could seek supervision from an external source.

What to include in supervision sessions

- A review of workloads.
- An opportunity to be challenged supportively and constructively.
- An opportunity to discuss issues relating to the workplace and working practices.
- An opportunity to identify and celebrate achievements.
- Reflection on emotional well-being/work life balance.

If you ever feel worried about your own safety, or feel you can't cope with the emotional impact of dealing with a concern, seek help immediately.

Appendix B – Risk Assessment Tool – Criminal Convictions

Name of Individual	
Job Role	
Date of Assessment	
Assessment Conducted By	
Job Role	

Exemption under Rehabilitation of Offenders

The Rehabilitation of Offenders Act 1974 outlines certain roles that are exempt from the general rule of rehabilitation after a specified period of time. If the role requires the individual to work with children or vulnerable adults, then they are required to disclose all convictions which are not 'protected' (meaning they are eligible for filtering) when applying for a position. This includes spent and unspent convictions.

Assessment Criteria

Consider the following factors when assessing the risks associated with an individual with unspent criminal convictions working in a job role that involves unsupervised or regular contact with children or vulnerable adults:

- Name & date of the offence
- Age of offender at the time of offence
- Severity of offence
- Was the offence Against a Child or Vulnerable Adult?
- Sentence Imposed & length of sentence
- Year of conviction
- Any previous conviction record

	Yes	No
<i>If any of the following is present, then the individual is unlikely to be suitable for a role that regular and/or unsupervised contact with children or vulnerable adults</i>		
Presence of a sexual offence		
Presence of a serious violent offence		
Presence of an offence against a Child or Vulnerable Adult		
Presence of a homicide		
Presence of a supply of class 1 drug offence		
Presence of an offence involving the supply or possession of firearms or other dangerous weapons		

*Disclaimer: This list is not exhaustive and judgement should be used. Other serious offences **may** preclude someone from taking up a post.*

Score the presence or absence of each of the following factors based on the information provided. Each 'Yes' response = 1

	Yes	No
Is the offence unspent?		
Did the offence incur a custodial sentence?		
Is there a presence of multiple convictions		
Recent convictions (within the last 5 years)?		
Presence of history of substance abuse or addiction linked to the offence		
Presence of mental health issues linked to the offence		
Any additional arrests (including no further actions)		
Total number of Yes responses		

Based on the total number of yes responses, determine the Risk Factor as follows:

Low Risk	Score of 0-2
Moderate Risk	Score of 3-4
High Risk	Score of more than 4

Recommendations

Based on the risk factor determined, provide recommendations to the designated safeguarding lead about the suitability of the individual for the job role.

Low Risk

- The individual could be considered for the role.

Moderate Risk

- The individual still may be suitable for the job role, but it is recommended that they are subjected to additional assessment, monitoring and supervision.

High Risk

- The individual is most likely not suitable for the job role. Further considerations should be made before appointing the individual to any job role that involves unsupervised or regular contact with children or vulnerable adults.

Signature: _____ Date: _____

Disclaimer:

This risk assessment tool is designed to assist in making informed decisions when appointing employees or volunteers who have unspent criminal convictions. It is not intended to be used as a substitute for professional judgement in safeguarding vulnerable individuals. The tool should be used in conjunction with all relevant legislation, policies, and procedures around safeguarding.

Suggested list of questions that may be used to help support the risk assessment

NB. Not all questions may be required

1. What is your prior criminal history, including both convictions and arrests?
2. When was your last offense committed? How serious was the offense?
3. Have you completed any rehabilitation programs or received any professional treatment related to your criminal history?
4. Have you been involved in any criminal activities since your last offense or arrest?
5. What steps have you taken to address the factors that contributed to your criminal behaviour?
6. Can you describe your current lifestyle and social environment to assess any potential risk factors?
7. Are you currently struggling with any mental health issues that may contribute to or influence criminal behaviour?
8. Have you demonstrated any positive changes in your behaviour or attitude since your last offense?
9. Are there any circumstances or triggers that may increase the potential for you to engage in criminal activities?
10. Have you developed a support network, including friends, family, or mentors, who can assist you in maintaining a positive and law-abiding lifestyle?
11. Are you currently employed or involved in any educational or vocational programs that promote a stable and lawful lifestyle?
12. Are there any restrictions or limitations that have been placed upon you due to your criminal history?
13. Have you cooperated with law enforcement or other criminal justice agencies during your interactions with them?
14. Do you have a history of substance abuse or addiction issues that may influence your criminal behaviour?
15. Are you aware of any unforeseen circumstances or personal hardships that may increase your risk of committing an offense in the future?

It's important to note that the specific questions used in a criminal history risk assessment may vary depending on the purpose, jurisdiction, and individual's specific circumstances. If an individual does not feel comfortable answering the questions then that should not automatically preclude them from the role. Each individual case is different.

Appendix C – Sample code of conduct

The following is a code of conduct for all trustees, staff, and volunteers of [Charity] that have regular or unsupervised contact with children and vulnerable adults:

1. The safety and well-being of the children and vulnerable adults we work with are our top priority.
2. All staff members, volunteers, trustees, and contractors must undergo appropriate background checks and safeguarding training before working with children and vulnerable adults.
3. We have a zero-tolerance policy for any form of abuse, neglect, exploitation, or harm towards children or vulnerable adults. All concerns must be raised immediately with the Designated Safeguarding Lead.
4. All staff members, volunteers, trustees, and contractors must treat children and vulnerable adults with respect, dignity, and kindness. Any offensive, discriminatory, or inappropriate behaviour towards them is not acceptable.
5. We recognise the importance of confidentiality in safeguarding concerns. All information related to safeguarding concerns must be kept confidential and shared only with those who have a legitimate need to know.
6. All staff members and volunteers must report any safeguarding concerns immediately to the Designated Safeguarding Lead. Failure to report concerns may result in disciplinary action or dismissal.
7. We comply with all relevant safeguarding legislation, policies, and procedures.
8. All staff members, volunteers, trustees, and contractors must be aware of the risks associated with online safety and social media and follow the principles of safe internet usage.
9. We value feedback and encourage children, vulnerable adults, and their families to share their views and experiences with us. We will listen to their feedback and take it into account when making decisions.
10. We aim to provide a safe and inclusive environment where everyone feels valued and respected, regardless of their background, ethnicity, gender, religion, or disability.

11. All staff members, volunteers, trustees, and contractors must report any conflicts of interest or ethical concerns to the Designated Safeguarding Lead.
12. We promote an open and transparent culture where individuals feel safe to raise concerns and express opinions without fear of reprisal.
13. All staff members, volunteers, trustees, and contractors must follow our policies on data protection and confidentiality.
14. We recognise the importance of continuous learning and improvement in safeguarding and will regularly review and update this code of conduct.

By adopting and adhering to this code of conduct, we commit to ensuring the safety and well-being of the children and vulnerable adults we work with, and to upholding high standards of professionalism, integrity, and ethical behaviour.