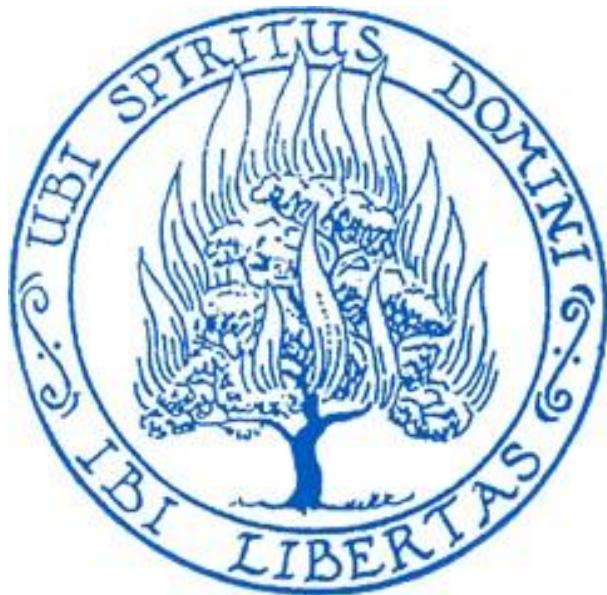


# THE NON-SUBSCRIBING PRESBYTERIAN CHURCH OF IRELAND

## ***SUPPLEMENT TO THE SAFEGUARDING POLICY***



V1 – Dec 2025

Agreed at Pro-Re nata General Synod 31<sup>st</sup> January 2026

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# SUPPLEMENT 1:

## Safeguarding statement

### The Non-Subscribing Presbyterian Church of Ireland

#### Policy Statement on Safeguarding



To be displayed in each Church and Hall

#### **PROTECTION OF CHILDREN AND ADULTS POLICY STATEMENT**

The Non-Subscribing Presbyterian Church of Ireland has agreed the following statement at A Pro Renata General Synod on the 31<sup>st</sup> January 2026

- The Non-Subscribing Presbyterian Church of Ireland and its places of worship is committed to the safeguarding of children and adults with care and support needs and ensuring their well-being.
- We recognise that we all have a responsibility to help prevent harm or abuse to children and adults with care and support needs in all their recognised forms.
- We recognise that the personal dignity and rights of adults and children and will ensure all our policies and procedures will reflect this.
- We believe all people should enjoy and have access to every aspect of the life of the place of worship/denomination.
- We undertake to exercise proper care in the appointment and selection of those who will work with children and adults with care and support needs.
- We believe every child and adult should be valued, safe and happy. We want to make sure that all those we have contact with know this and are empowered to tell us if they are experiencing significant harm.

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

Following statutory denominational and specialist guidelines in relation to safeguarding children and adults and will ensure that as a place of worship/denomination all workers and volunteers will work within the agreed procedure of our safeguarding policy.

Implementing the requirements of all relevant legislation and departmental policy guidance including, but not limited to;

- Co-operating to Safeguard Children and Young People in Northern Ireland 2017, Department of Health guidance updated 2024.
- Adult Safeguarding Prevention and Protection in Partnership July 2015
- Children (Northern Ireland) Order 1995
- Children's Services Co-operation Act (Northern Ireland) 2015
- Safeguarding Board Act (NI) 2011

- Adult Safeguarding: Prevention and Protection in Partnership key documents 2015
- Supporting, resourcing and training those who undertake this work.
- Ensuring that we are keeping up to date with national and local developments relating to safeguarding.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/denomination.
- Supporting all in the place of worship/denomination affected by abuse.

**We recognise:**

- Children's Social Care Gateway Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the Police Service Northern Ireland (PSNI) should be contacted as a matter of urgency.
- Safeguarding is everyone's responsibility.

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

If you have any concerns for a child or adult, then speak to one of the following who have been approved as safeguarding Leads for this denomination.

Right Rev Alister Bell Safeguarding Lead

Deputy Safeguarding Lead

A copy of the Denominations policy can be seen on our website:

[www.nspresbyterian.org](http://www.nspresbyterian.org)

Signed by Moderator of the Denomination

Signed

Date \_\_\_\_\_

## SUPPLEMENT 2

### Types of Abuse

Please see the following link for support with this: [Types of abuse](#)

- Physical
- Sexual
- Emotional
- Financial
- Organisational
- Neglect and Self Neglect
- Discriminatory
- Exploitation (includes domestic abuse, trafficking and modern slavery)

Some other areas of concern in our safeguarding policy, which do not come directly under the categories of abuse include:

#### **Children**

- Child on child abuse
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)
- Radicalisation
- Domestic abuse
- Bullying

#### **Adults**

- Extremism and radicalisation
- Cuckooing
- Mate crime
- Hate crime
- Stalking/harassment
- Spiritual abuse
- Romance fraud

### Definitions of Abuse together with signs and indicators – children

The following list includes some of the signs and symptoms of different types of abuse:

**Physical Abuse** occurs when an individual is physically hurt. Symptoms may include:

- unexplained recurrent injuries;
- improbable excuses or refusal to explain such injuries;
- self-destructive tendencies;
- fear of physical contact.

**Neglect** occurs when an individual is left alone, is not given enough to eat or not taken to the doctor when they are ill. Symptoms may include:

- constant hunger;
- inadequate clothing;
- constant tiredness;
- poor personal hygiene.

**Emotional Abuse** occurs when those with responsibility for caring for the child says nasty things to them and makes them feel unloved. Symptoms may include:

- delays in physical, mental and emotional development;
- continual belittling of oneself;
- over-reaction to mistakes;
- extreme fear of any new situation;
- inappropriate response to pain;
- neurotic behaviour.

**Sexual Abuse** occurs when someone touches an individual's private parts in a way which makes them feel worried or unhappy. Abusers may try to make a victim touch parts of their body or watch pornographic pictures or videos. Symptoms may include:

- in children, sexual knowledge or actions inappropriate for the child's age;
- regression to younger behaviour patterns;
- self-mutilation, suicide attempts, running away, overdoses;
- anorexia, sudden loss of appetite or compulsive eating.

**Financial abuse** happens if someone tries to steal, steals or defrauds an individual of their money, goods or property. This includes withholding pensions or benefits, putting pressure to gift property or inheritance. Signs may include:

- having unusual difficulty with finances
- not having enough money
- being too protective of money and things they own
- not paying bills
- not having normal home comforts

**Exploitation** is the deliberate maltreatment, manipulation or abuse of power and control over another person. It includes forced labour, slavery and human trafficking.

## Definitions of Abuse together with signs and indicators – Adults

### Physical Abuse

Physical abuse is the use of physical force or mistreatment of one person by another which may or may not result in actual physical injury. This may include hitting, pushing, rough handling, exposure to heat or cold, force feeding, improper administration of medication, denial of treatment, misuse or illegal use of restraint and deprivation of liberty. Female genital mutilation (FGM) is considered a form of physical and sexual abuse.

### Sexual violence and abuse

Sexual abuse is 'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability). Sexual violence and abuse can take many forms and may include non-contact sexual activities, such as indecent exposure, stalking, grooming, being made to look at or be involved in the production of sexually abusive material, or being made to watch sexual activities. It may involve physical contact, including but not limited to non-consensual penetrative sexual activities or non-penetrative sexual activities, such as intentional touching (known as groping). Sexual violence can be found across all sections of society, irrelevant of gender, age, ability, religion, race, ethnicity, personal circumstances, financial background or sexual orientation.

### Psychological / Emotional Abuse

Psychological / emotional abuse is behaviour that is psychologically harmful or inflicts mental distress by threat, humiliation or other verbal/non-verbal conduct. This may include threats, humiliation or ridicule, provoking fear of violence, shouting, yelling and swearing, blaming, controlling, intimidation and coercion.

### Financial Abuse

Financial abuse is actual or attempted theft, fraud or burglary. It is the misappropriation or misuse of money, property, benefits, material goods or other asset transactions which the person did not or could not consent to, or which were invalidated by intimidation, coercion or deception. This may include exploitation, embezzlement, withholding pension or benefits or pressure exerted around wills, property or inheritance.

## Institutional Abuse

Institutional abuse is the mistreatment or neglect of an adult by a regime or individuals in settings which adults who may be at risk reside in or use. This can occur in any denomination, within and outside Health and Social Care (HSC) provision. Institutional abuse may occur when the routines, systems and regimes result in poor standards of care, poor practice and behaviours, inflexible regimes and rigid routines which violate the dignity and human rights of the adults and place them at risk of harm. Institutional abuse may occur within a culture that denies, restricts or curtails privacy, dignity, choice and independence. It involves the collective failure of a service provider or an denomination to provide safe and appropriate services and includes a failure to ensure that the necessary preventative and/or protective measures are in place.

## Neglect

Neglect occurs when a person deliberately withholds, or fails to provide, appropriate and adequate care and support which is required by another adult. It may be through a lack of knowledge or awareness, or through a failure to take reasonable action given the information and facts available to them at the time. It may include physical neglect to the extent that health or well-being is impaired, administering too much or too little medication, failure to provide access to appropriate health or social care, withholding the necessities of life, such as adequate nutrition, heating or clothing, or failure to intervene in situations that are dangerous to the person concerned or to others, particularly when the person lacks the capacity to assess risk

## Exploitation

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person; to take advantage of another person or situation usually, but not always, for personal gain from using them as a commodity. It may manifest itself in many forms including slavery, servitude, forced or compulsory labour, domestic violence and abuse, sexual violence and abuse, or human trafficking.

This list of types of harmful conduct is neither exhaustive, nor listed here in any order of priority. There are other indicators which should not be ignored. It is also possible that if a person is being harmed in one way, he/she may very well be experiencing harm in other ways.

**Related Definitions** There are related definitions which interface with Adult Safeguarding, each of which have their own associated adult protection processes in place.

## Domestic violence and abuse

Domestic violence or abuse is 'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member'. Domestic violence and abuse are essentially a pattern of behaviour which is characterised by the exercise of control and the misuse of power by one person over another. It is usually frequent and persistent. It can include violence by a son, daughter, mother, father, husband, wife, life partner or any other person who has a close relationship with the victim. It occurs right across society, regardless of age, gender, race, ethnic or religious group, sexual orientation, wealth, disability or geography.

The response to any adult facing this situation will usually require a referral to specialist services such as Women's Aid or the Men's Advisory Project. In high-risk cases a referral will also be made to the Multi- Agency Risk Assessment (MARAC) process. Specialist services will then decide if the case needs to be referred to a

HSC Trust for action under the safeguarding procedures. If in doubt, anyone with a concern can ring the Domestic and Sexual Violence helpline (0808 802 1414) to receive advice and guidance about how best to proceed.

## Human Trafficking/Modern Slavery

Human trafficking/modern slavery involves the acquisition and movement of people by improper means, such as force, threat or deception, for the purposes of exploiting them. It can take many forms, such as domestic servitude, forced criminality, forced labour, sexual exploitation and organ harvesting. Victims of human trafficking/ modern slavery can come from all walks of life; they can be male or female, children or adults, and they may come from migrant or indigenous communities.

The response to adults at risk experiencing human trafficking/modern slavery will always be to report the incident to the Police Service.

## Hate Crime

Hate crime is any incident which constitutes a criminal offence perceived by the victim or any other person as being motivated by prejudice, discrimination or hate towards a person's actual or perceived race, religious belief, sexual orientation, disability, political opinion or gender identity.

The response to adults at risk experiencing hate crime will usually be to report the incident to the Police Service.

## Spiritual Abuse

The category '*spiritual abuse*' has not currently been recognised in legislation, but denominations need to have an awareness to respond appropriately and in serious cases, it may fall under other categories of abuse identified in legislation.

*Spiritual abuse is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behaviour in a religious context. Spiritual abuse can have a deeply damaging impact on those who experience it. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuse, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism (Oakley and Humphreys, 2019).*

When addressing safeguarding of children and adults we include as a base reference the UN Convention on the Rights of the Child and the UN Universal Declaration of Human Rights. Irrespective of whether you are a church in Scotland or a mission denomination working in Africa these UN Conventions are equally applicable.

## Causes of Abuse

Abusers are often those who have power, authority or are in a position of trust.

There is a range of reasons why victims do not tell anyone they are being abused:

- they may have been bribed not to tell;
- they may be afraid of being blamed or punished for what has happened;
- they may not recognise it as abuse;
- they may have experienced actual or threatened violence from the abuser; and
- they may be afraid of what will happen to the abuser, who is most often someone they know and care about.

# SUPPLEMENT 3

## CODE OF CONDUCT

The Non-Subscribing Presbyterian Church of Ireland behaviour code for working with children, young people and adults at risk of harm

### Purpose

This behaviour code outlines the conduct expected of all workers and volunteers (staff and volunteers).

The code of conduct aims to help protect adults at risk of harm, children and young people from abuse and inappropriate behaviour from those in positions of trust, and to reduce the risk of unfounded allegations of abuse being made.

The role of workers and volunteers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust for the Non-Subscribing Presbyterian Church of Ireland. You will be seen as a role model and must act appropriately.

### Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions to the safeguarding co-ordinator
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

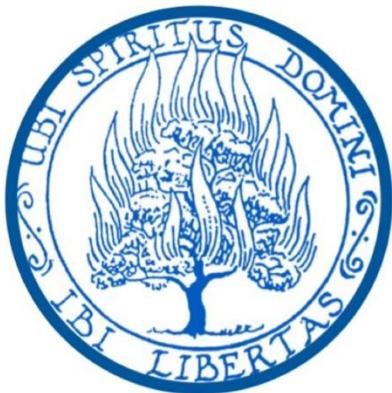
### Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns

- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches the Non-Subscribing Presbyterian Church of Ireland social media policy
- Developing inappropriate relationships
- Use of illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged

## Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (particularly in the case of paid staff where the line manager will consult the safeguarding lead as appropriate). Depending on the seriousness of the situation, you may be asked to leave The Non-Subscribing Presbyterian Church of Ireland. We may also make a referral to statutory agencies such as the police and/or children's or adult's social care departments. If you become aware of a breach of this code, you should escalate your concerns to the safeguarding lead or line manager (in the case of a paid staff member).



NON SUBSCRIBING  
*Presbyterian*  
CHURCH OF IRELAND

## Declaration

I confirm that I have read the relevant policies that assist my work with vulnerable groups and that I agree to abide by the expectations outlined in these policies.

Name:

Signature:

Date:

Please return this declaration to the safeguarding lead within your congregation.

## SUPPLEMENT 4 – Record of Concern.

### Part 1: Record of concern about a child/adult's safety and welfare (For use by any staff/Volunteers.)

This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible) (notes 1,2,3)

Child/Adult's name (subject of concern):	Date of birth/age:  Child/Adult:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): ..... Role/Job title:  Signature: .....		
Other members of the household <sup>4</sup> :		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. (please include as much detail in this section as possible. <i>Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.</i> )		
How did the concern come to light?		
What is the child/adult saying about what has happened <sup>4</sup> ?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Safeguarding Lead <sup>5</sup> : _____		

Check to make sure your report is clear to someone else reading it.

## **Please pass this form to your Safeguarding Lead without delay**

### **Guidance notes for Form 1 (volunteers/staff only):**

Following are some helpful pointers in completing the above form:

1. As a registered body the church/charitable denomination is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within Co-operating to Safeguard Children and Young People in Northern Ireland 2024. The Adult Safeguarding Prevention and Protection in Partnership July 2015 and the NSPCI safeguarding policy.
2. Essential principles of recording the information received/disclosed/observed:
  - a. Remember: do not investigate or ask any leading questions
  - b. make notes within the first one hour of receiving the disclosure or observing the incident
  - c. be clear and factual in your recording of the incident or disclosure
  - d. avoid giving your opinion or feelings on the matter
  - e. aim to record using the 4 W's and 1 H: When, where, what, why and how
  - f. do not share this information with anyone else except your safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
  - g. make use of the additional information section to add any other relevant information regarding the child/adult/ family that you may be aware of. This can include any historic concerns or observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations. Whilst it may be helpful to record a specific category in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from your safeguarding lead or thirtyone:eight at this stage.
4. **Why do you need information regarding 'other household members'?** – It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
6. **Passing information to the Safeguarding Lead** – Your safeguarding lead holds ultimate responsibility in responding to any safeguarding concerns within the church/denomination and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the denomination and external agencies.

## Part 2: Record of concern about a child/adult's safety and welfare (Safeguarding Lead)

This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Information received by SC:	Date:	Time completed:	From whom:
Any advice <b>sought</b> , if applicable	Date:	Time completed:	Source of advice: name/denomination:
Advice received:     Advice received about informing parents or in the case of adults, seeking consent/capacity <sup>1</sup> :			
Initial Assessment of concern following advice <sup>2</sup>			
Action taken with reasons recorded <i>(e.g. Referral completed, monitoring advice given to appropriate staff, CAF etc)</i>	Date:	Time completed:	By whom:
	Referral		To whom
	Signposting to other community resources		
	Pastoral Care and other support from church		
	Ongoing Monitoring		

Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information					
Name of Safeguarding Lead:			Signature:		

**OVERVIEW OF ACTIONS<sup>3</sup>:**

S.No.	Date	Outcome (if known)	Service currently involved	Ongoing support offered by church (this can include monitoring)- include dates
1.				

### **Guidance notes for Form 2:**

Following are some helpful pointers in completing the above form(s)

1. ***Importance of consent from parents/carer or adults (in the light of mental capacity)*** – With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.
2. ***Initial assessment***- Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/thirtyone:eight/CEOP etc), what are the concerns categorised as?
3. ***Overview of actions*** - Includes a summary of the actions taken so far and who holds responsibility for it. You can use this section to add on information gathered when monitoring the situation or offering pastoral care over a defined period of time.

## Supplement 5

# The Non-Subscribing Presbyterian Church of Ireland

## Permission for Using Images of Children

### Consent form for:

---

(Name of church/organisation commissioning photography)

To: \_\_\_\_\_

Name of parent/carer\* (\*person with parental responsibility)

Name and age of child: \_\_\_\_\_

Church /Organisation/ Club child attends: \_\_\_\_\_

Location of photograph: \_\_\_\_\_

[Church/Organisation name] \_\_\_\_\_ would like to take photograph(s)/make a video/webcam recording of

\_\_\_\_\_ (name of child/ren)

These images may appear in our printed publications, on our website, or both.

(Delete/add as appropriate).

Permission must be granted by the parent/carer before any images of your child/children are taken and used. Please answer questions 1, 2 and 3 below, then sign and date the form where shown.

Please return the completed form to:

---

(Insert the name of the worker commissioning the photography and the return address.)

**To the parent** (Delete as appropriate)

1. May we take images of your child? Yes/No
2. May we use your child's image in our printed promotional publications? Yes/No
3. May we use your child's image on our website?  
Yes/No

**Signed:** (parent/adult with parental responsibility)

\_\_\_\_\_  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Youth/Children's Leader**

I have checked which parents are happy for their child(ren)'s images to be used in the (churches/organisation's) \_\_\_\_\_ printed publications or on its website or both.

YES/NO

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies.

I have read and understood the conditions for using these images as detailed below.

Signed (Youth/Children's Leader) \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name: \_\_\_\_\_

## Supplement 6

### The Non-Subscribing Presbyterian Church of Ireland

#### Accident and Incident Form – Children & Youth People.



This form should be completed immediately after any accident or significant incident. The person in charge should discuss with the appropriate leader for the group/activity what follow up action is necessary.

Day, date and time of the incident

---

Names, addresses and ages of those involved in the incident

---

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---

---

Where did this incident take place?

---

Name of place of worship or building:

---

Name of the group:

---

Who is normally responsible for group? (Name, address and telephone number)

---

Who was responsible for the group at the time of the incident, if different from the above? (Name, address and telephone number)

---

---

---

Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

---

---

---

---

Who witnessed the incident? (Names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

---

---

---

Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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---

---

---

---

Have you retained any defective equipment?

YES       NO       NONE INVOLVED (Please tick)

If yes, where is it being kept and by whom?

---

---

---

What action have you taken to prevent a recurrence of the incident?

---

---

---

Is the site or premises still safe for your group to use  YES  NO (Please tick)

Is the equipment still safe for your group to use?  YES  NO (Please tick)

Who else do you need to inform?

---

Have they been informed?  YES  NO (Please tick)

If so, when and by whom?

---

Have you reported a serious/significant accident or injury to the Local Authority environmental health department?  YES  NO (Please tick)

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Form seen by: \_\_\_\_\_

(state role eg. Church Minister, Church Secretary, Health & Safety Lead/Officer)

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

Print

Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Supplement 7

# The Non-Subscribing Presbyterian Church of Ireland

### Checklist for Building Safety

This checklist is aimed at children's activities rather than those involving adults at risk but the principles of checking building and equipment is equally applicable for all groups.

<b>Checklist for Building Safely</b>	<b>Action to take</b>	<b>Action taken</b>	<b>Action Completed by:</b>
<b>Windows</b>	<p>Low-level windows are made from material which prevent accidental breakage or are made safe</p> <p>Windows are protected from accidental breakage or vandalism from people outside the building</p> <p>Windows above the ground floor are secured so that children cannot climb through them</p> <p>Ensure any pull cords on blinds are securely tuck away and out of the reach of small children</p>		<p>Initial:</p> <p>Date: / /</p>
<b>Doors</b>	Take precautions to prevent children's fingers from being trapped in doors		<p>Initial:</p> <p>Date: / /</p>
<b>Floors</b>	Check all surfaces before an activity to ensure they are clean, dry and not uneven or damaged		<p>Initial:</p> <p>Date: / /</p>

<b>Kitchen</b>	<p>Ensure that children do not have unsupervised access to the kitchen</p> <p>All surfaces are clean and non-porous</p> <p>There are separate facilities for hand-washing and washing-up</p> <p>Cleaning materials and other dangerous materials are stored out of children's reach</p> <p>When children take part in cooking activities they:</p> <ul style="list-style-type: none"> <li>• Are supervised at all times</li> <li>• Are kept away from hot surfaces and hot water</li> <li>• Do not have unsupervised access to electrical equipment</li> </ul>		Initial: _____ Date:   /   /
<b>Electrical/gas equipment</b>	<p>All electrical equipment conforms to safety requirements and is checked regularly</p> <p>The boiler/electrical switch gear/meter cupboard is not accessible to the children</p> <p>Fires, heaters, electric sockets, wire and leads are properly guarded and the children are taught not to touch them</p> <p>Storage heaters are checked before an activity to make sure they are not covered</p> <p>There are sufficient sockets to prevent overloading</p> <p>The temperature of hot water is controlled to prevent scalds</p>		Initial: _____ Date:   /   /

	<p>Lighting and ventilation is adequate in all areas including storage areas</p> <p>All electrical equipment is regularly PAT-tested</p>		
<b>Storage</b>	<p>All resources and materials which children use are stored safely</p> <p>All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing</p>		Initial: Date: / /
<b>Outdoor area</b>	<p>Any outdoor area is securely fenced if used by children</p> <p>Any outdoor area is checked for safety and cleared of rubbish before it is used for a children's activity</p> <p>Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides</p> <p>Any pool/pond is securely covered or otherwise guarded</p> <p>Where water can form a pool on equipment, it is emptied before children start playing outside</p> <p>An outdoor sand pit is covered when not in use</p> <p>All outdoor activities are supervised at all times</p>		Initial: Date: / /

<b>Fire and safety</b>	<p>Fire doors are clearly marked, never obstructed and easily opened from inside</p> <p>Smoke detectors/alarms and fire-fighting appliances conform to BS EN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer</p> <p>Emergency evacuation procedures are approved by the Fire Safety Officer and are:</p> <ul style="list-style-type: none"> <li>• Clearly displayed in the premises</li> <li>• Explained to children's workers and to the children</li> <li>• Practised regularly</li> <li>• Records are kept of fire drills and the servicing of the safety equipment</li> </ul>		Initial: _____ Date:   /   /
<b>Safety of equipment</b>	<p>When planning any children's activity, consider the following safety factors in the equipment used for the activity.</p> <p>Before purchase or loan, equipment and resources should be checked to ensure that they are safe for the ages and stages of the children using the equipment</p> <p>The layout of play equipment allows adults and children to move safely and freely between activities</p> <p>All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded</p>		Initial: _____ Date:   /   /

	<p>All materials – including paint and glue – are non-toxic</p> <p>Physical play is constantly supervised</p> <p>Children are taught to handle and store tools safely</p>		
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# Supplement 8 – Access NI Process Check

## Self-Declaration form for Standard/Enhanced Access NI checks.

As an organisation we undertake to meet the requirements of the Data Protection Act 1998 General Data Protection Regulations and all other relevant legislation, and the expectations of the Information Commissioners Office relating to the data privacy of individuals.

### Instructions for applicants – to be completed by the organisation.

1. Sections A,B,C, and E must be completed by all applicants.
2. Section D should only be completed if your organisation has marked YES below.

The role involves Regulated Activity, complete Section D	Yes	No
3. Please complete this form and then return it in a separate sealed envelope to the person named below (Lead Recruiter, Designated Safeguarding Lead, or Recruitment Officer):		
Right Rev Alister Bell, Rock House, 4 Lime Kiln Lane, Aghalee, Co Armagh, BT67 0EZ or email <a href="mailto:safeguarding.nspci@outlook.com">safeguarding.nspci@outlook.com</a>		

### A - Conviction history

1) Do you have any conditional cautions or convictions which are not deemed 'protected' under the Rehabilitation of Offenders (Exceptions) Order (NI) 1978 or ANI Filtering rules?	Yes	No
If yes, please give details including the nature of the offences and the dates. It would be helpful to include details of the reasons and circumstances that led to the offence(s):		

### B - Overseas history

1) Have you ever lived, worked, or volunteered outside the United Kingdom?	Yes	No
If yes, please provide details, including the name of the country/countries:		
2) Do you have any overseas convictions?	Yes	No
If yes, please provide further information:		

### C – Past conduct

1) To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children's or Adult Social Care)?	Yes	No
If yes, please provide details:		
2) Has there ever been any cause for concern regarding your conduct with children, young people, or adults with care and support needs?	Yes	No
If yes, please provide details:		

### D - Barred lists checks (for those working in Regulated Activity)

If your role will involve engaging in regulated activity with children or adults with care and support needs (vulnerable adults) or line managing someone else that does, you will be asked to complete the below section.

Are you or have you been barred from working with children or adults with care and support needs (vulnerable adults)?	Yes	No
---	-----	----

### E - Declaration

I consent to a standard/enhanced ANI check if appointed to the position for which I have applied.
I am aware that if I am asked to apply for a standard disclosure it shows details of all spent and unspent convictions, from the Police National Computer which have not been filtered in line with legislation, informed warnings, cautions and diversionary youth conferences.
I am aware that if I am being asked to apply for an enhanced disclosure it will show the same information as a standard check, information held by the police that is relevant to the role applied for and information held by the Disclosure and Barring Service (for positions in regulated activity).
I am aware that, failure to disclose information that is not 'protected', could result in the withdrawal of approval to work within the organisation. This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed.
I agree to inform the person within the organisation responsible for processing disclosure applications if I am convicted of an offence after I take up any post within the organisation.
I agree to inform the person within the place of worship/organisation responsible for processing disclosure applications if I become the subject of a police force and/or a social services/(Children's Social Care or Adult Social Services)/Social Work Department investigation.
I understand that failure to do so may lead to the immediate suspension and/or the termination of my employment.
<b>Print name:</b>
<b>Signed:</b>
<b>Date:</b>

Please include what congregations you are applying on behalf of and in what role.

Congregation	
Role in which you are applying	

## Thirtyone:eight AccessNI Disclosure Validation Form

If the completed AccessNI Disclosure Validation Form is not received by thirtyone:eight within 90 days of the online application being created, it will automatically be removed from the system by AccessNI.

### Part A - Applicant instructions and declaration.

When the self-declaration form has been completed the please use the link below:

- 1). [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body)
- 2). Select the green button to create a NIDirect account and apply for an enhanced check. A guide to help with starting the application can be found in Supplement 10 and for setting up an NI Direct account can be found in Supplement 11

3) A digital identity validation will be conducted when you create or uplift your NIDirect account. Your current name, DoB and current address will be verified by NIDirect. You will be asked to upload the required identity documentation and provide a selfie. Instructions will appear on screen. If you have any problems creating this account contact NIDirect on 0300 200 7868
4) Once you are logged in, you will be taken to the on-line AccessNI application
5) Enter the PIN number <b>211403</b> in the online application form when prompted. You should see our name ( <b>Thirtyone:eight</b> ) and the name of our Lead counter signatory ( <b>Matthew Coady</b> ).
6) Complete the remainder of the application form.
7) You will be prompted to upload <b>two</b> identity documents, chosen from the AccessNI list provided, to the application form to allow the thirtyone:eight to verify that your middle names and previous surnames have been provided. To help avoid delays, where possible the following documents should be uploaded with the application form: <ul style="list-style-type: none"><li>• Applicant's birth certificate issued at time of birth or another suitable document that confirms the name(s) at birth and date of birth.</li><li>• A document that contains both the applicant's current name and photograph</li></ul>
8) Complete the remaining questions and declaration.
9) You will be issued with a AccessNI reference number. Please write it in the below boxes.
Application Reference : <input type="text"/>

### Applicant declaration

I confirm and acknowledge that any mistakes on my online application form (e.g., uploading incorrect ID documents or missing any names off the application form) will delay my AccessNI check from being processed and will incur an extra cost for my organisation.

I confirm that I have read the [ANI Applicant Information leaflet](#).

Print name:

Signature:

Date:

The completed form should now be returned to the NSCPI safeguarding lead:

Right Rev Alister Bell, Rock House, 4 Lime Kiln Lane, Aghalee, Co Armagh, BT67 0EZ or  
email [safeguarding.nspci@outlook.com](mailto:safeguarding.nspci@outlook.com)

Any checks for those involved in Sunday School or Youth Work will be covered by the SSYC.

For Ministers, Elders, Safeguarding Leads and others in your congregation these will be invoiced back to the congregation.

Once you receive your certificate you send a copy to the safeguarding lead Right Rev Alister Bell - Via the post to 4 Lime Kiln Lane, Aghalee, Co Armagh, BT67 0EZ or there will be an option to forward a copy of the certificate electronically when are sent it via email.

# Supplement 9 - Information for Completing Access NI Checks.

## ENHANCED APPLICATIONS



### Information for applicants completing an Enhanced application

Before you start completing the form, you should have the following information to hand:

- National Insurance Number (if you have one)
- Driving Licence (if you have one)
- Passport (if you have one)
- Addresses at which you have live in the past 5 years (along with corresponding dates)
- Two identity documents

1. This application form is easy to complete. If you have all the information required it should take less than 5 minutes. Complete each box as it appears and follow the instructions on-screen.
2. To make an Enhanced Disclosure application you are required to go through the nidirect website, [AccessNI: criminal record checks](#). Select the option '[Apply for an AccessNI check](#)' and then select the option to '[Apply online for an enhanced check through a registered body](#)'.

### AccessNI: Criminal record checks



#### Apply for an AccessNI check

- [Apply online for a basic check](#)
- [Apply online for a basic check through a responsible body](#)
- [Apply online for a standard check through a registered body](#)
- [Apply online for an enhanced check through a registered body](#) 
- [Costs and turnaround times](#)
- [Log into AccessNI](#)

Popular in apply for an accessni check

- [Costs and turnaround times](#)

#### Contact AccessNI

Contact the AccessNI customer helpline to get advice or help with an application by phone on 0300 200 7888.

Create or log in to an AccessNI nidirect account or  apply for an enhanced check 

3. Select the green button  and log-in or create a new nidirect account [NIDA]. If you don't already have a NIDA you will need to create one. Select "Create Account" button and follow the instructions. Guidance for creating a NIDA LOA2 account for AccessNI applications is available to assist with the process – [Guide to creating a NIDA LOA2 account](#). Applications must be completed using your own nidirect account.
4. The create account/log in page is as follows:-

**nidirect**

Contact us

nidirect account

**Do you have an nidirect account?**

! This is the nidirect account management service.  
Your nidirect account will allow you to access online government services in Northern Ireland.  
For more information visit [nidirect](#)

**Email address**

**Password**  
 

**Sign in** **Create account**

[I've forgotten my password](#)  
[Manage my account details](#)

5. Once you have created your account you can log in to your account, by keying in your email address and password, and commence processing your application. The system will prompt you for a 6-digit PIN code. This number should already have been provided to you by the person who asked you to complete the application. If not, you should contact that person to obtain their AccessNI PIN.

Step 1 of 11

## Enhanced disclosure

### PIN code

#### Personal Identification Number – PIN

Please enter the PIN code provided by the organisation asking you to complete this application.

714076 

**Next**

6. Once the PIN has been entered, and you have clicked the **Next >** button, the system will display the name of the person who asked you to complete the form (Signatory), along with the name of their organisation or an Umbrella Body. If this does not match the details you hold, it may be that you have keyed in the wrong 6-digit number. In which case, click **< Back** and re-key the number.

Step 2 of 11

## Enhanced disclosure

### Confirm body

The selected body is: Sample Registered Body 

Signatory: Sample Signatory 

Click 'Back' to change the body or 'Next' to continue

**Back** **Next**

7. If you are content to proceed, click the **Next >** button. The system will take you to the Application and prompt you to complete your details onto screen. There are a number of screens you will be required to work through, providing details as required. Once you have completed each screen you should click the **Next >** button to continue to the next screen.
8. If you are completing the AccessNI application, as a parent or guardian, for a child under the age of 16, you should select the box at this section of the AccessNI application form. The child **MUST** live at the same address as you.

Step 3 of 11

### Enhanced disclosure

**Information**

After completing each page, your information is automatically saved.

**Applicant's details**

I am a Parent/Guardian completing an application for a person under 16 who lives at my address.

**Title**

Mr.

By selecting this box the sections of the application form which populate your information will be blank to permit you to insert the child's details.

9. There are a number of features available to assist with the Form completion:-
  - Help is available to explain what information you have to provide for some boxes.
  - The symbol **\*** beside any box indicates that the box **must be completed**; you will not be able to progress beyond a page if any of these boxes have not been completed.
  - Some of your details used to create your account on nidirect will automatically populate the relevant boxes on the AccessNI application, to save you having to re-key these.
  - Where the populated information on the AccessNI application is incorrect, you will need to update the details on your NIDA account to allow the correct information to be provided on your AccessNI application form.
  - Drop-down buttons are available to allow for quick select, such as title, nationality, etc.
  - A postcode look-up facility is available to assist with keying in current and previous address details (this only works for UK post codes).
  - You will be automatically logged out of your account after 15 minutes of inactivity.
  - The e-application will automatically be saved each time you press the **Next >** button. This means if you haven't completed your application, if you wish, you can pick it up where you left off when you log back in to your account.
10. At Steps 6 and 7 you will be required to provide a full 5-year address history, along with dates you lived at these addresses. Overlapping dates are acceptable, but there can be no gaps in these dates.
11. At Step 8 you will see the **Delivery details** page. You should note that the default position is for a digital certificate to be issued. You can view or share your digital certificate by logging into your NIDA. If information is disclosed, you will receive a paper certificate by post. Paper certificates will take longer to reach you.

If you require a paper certificate to be issued you must select the box at step 8. If you select a paper certificate, a digital certificate will not be issued or available.

#### Delivery details

If there is no information to disclose, you will be sent a digital AccessNI certificate.

If information is to be disclosed, you will receive a paper certificate by post.

If you need a paper certificate check the box below. Paper certificates take longer to deliver. (optional)  
This option is only available if you live in the UK.



If applicable, do you want the paper certificate sent to your current address?

Yes  No

12. At Step 10 of the application you will be required to select the identity documents which you will upload for the application.

accessni-compliance@accessni.gov.uk'." data-bbox="200 317 765 836"/>

**Step 10 of 13**  
**Enhanced disclosure**

Select identity documents for the application

**!** You are now required to upload two identity documents from the following list so that information provided on your application can be verified. To help avoid delays, where possible you should upload your birth certificate issued at the time of your birth (or another suitable document that confirms your name(s) at birth and date of birth) and a second document that contains both your current name and a photographic image of yourself.

Original Birth certificate (issued within 12 months of birth)  
UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg Embassies.

To help avoid delays, where possible you should upload your birth certificate issued at the time of your birth (or another suitable document that confirms your name(s) at birth and date of birth) and a second document that contains both your current name and a photographic image of yourself.

**Step 11 of 13**  
**Enhanced disclosure**

Upload identity documents for the application

**!** For each document, click choose file button to browse and select the document followed by upload button.

NOTE: Please do not use a dark background or zoom in when photographing your document.  
Documents must be in either .jpg, .png, word document, or PDF format.

**Upload Documents**

**Passport**

Choose File: No file chosen  

**Original Birth certificate (issued within 12 months of birth)**

Choose File: No file chosen

Where an individual has difficulty providing the required range of identity documentation please seek AccessNI assistance at [accessni-compliance@accessni.gov.uk](mailto:accessni-compliance@accessni.gov.uk)

14. At any stage on the application you can click **< Back** in order to amend / correct the information you have provided.
15. The final page in this part of the process is the Confirmation page.

Step 13 of 13  
**Enhanced disclosure**

**Confirmation**

**Application complete**

Your case reference number is: **2000027445**

Thank you. You have been sent a confirmation email.

This stage of your application for an enhanced check is now complete. Your case has been forwarded to **Sample Registered Body** for authorisation.

Once approved by the signatory, your application will be forwarded to AccessNI for further processing. From the date of receipt of the application, AccessNI aims to issue:

- 70 per cent of Enhanced Disclosure Certificates within 10 calendar days
- 95 per cent of Enhanced Disclosure Certificates within 21 calendar days
- 98 per cent of Enhanced Disclosure Certificates within 28 calendar days

You can track the progress of your application at the following link [track application](#).

[Return to AccessNI](#)

16. As indicated in the screen print above, your case reference number is provided on this screen. You should print this screen and keep the number safely in case you need to ask questions about your application. This number will also be displayed on your disclosure certificate, which will be issued to you once AccessNI has completed its work. You will also have received an email to confirm that this part of the disclosure process has been completed and your case has been forwarded to the appropriate body for approval.
17. You can track the progress of your application either by clicking on the highlighted link on the page above or on the same link at the bottom of the e-mail that is sent at this stage in the process.
18. If you require any further assistance with completion of the e-application you should either contact the person who asked you to complete the Form, or contact AccessNI on 0300 200 7888.

**GUIDANCE END**

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When you have completed the process.

# Supplement 10 – How to create a NIDA LOA2 account for access NI Checks

## Guidance document to create NIDA LOA2 account for AccessNI Applications

### What you will need:-

- a valid mobile phone number or email address.
- a valid passport or driving licence.
- a selfie.

1. Select how you would like to receive your MFA code each time you log on.

**\*\*\*Where possible please select SMS. This is the easiest/safest option to keep access to your account.\*\*\***



### Multi-factor authentication

How do you want to receive your security code?

--- Select ---

--- Select ---

Email

**SMS**

Authenticator app

If you select email, please follow instructions on screen to confirm your email address

If you select SMS, please follow instructions on screen to confirm your mobile number

Please do not select Authenticator App.

2. Your preference will be confirmed



### Contact preference

Future communications regarding your account will be sent to the email address you chose when creating your account.

**Save and continue**

### 3. Identity Verification process

**nidirect** [Contact us](#)

Verify your identity

**Identity verification**

Click **Continue** to be guided through the identity verification process

**Continue**

### 4. Confirm address details have not changed or update

**nidirect** [Contact us](#)

Verify your identity

**Confirm your address**

[« Back](#)

Address  **ANVILLS GARDENS**  
**BT7 1AS**  
**ANTRIM**  
**NORTHERN IRELAND**  
**BT9 5AT** [Change](#)

Have you lived at this address for longer than 3 months?

Yes  
 No

**Save and continue**

## 5. Select Driving Licence or Passport

**nidirect** [Contact us](#)

Verify your identity

**Can you upload an image of one of these documents?**

[< Back](#)

Driving licence  
Can be registered in UK, NI, ROI, Isle of Man, Channel Islands or any EU country.

Passport  
Any nationality.

or

No, upload other documents (your verification may take longer this way)

[Why do you need this from me?](#)

[Save and continue](#)

## 6. Upload image and confirm image quality

Before you continue and submit a photo of your passport please confirm that:

- All 4 edges of the page are in your photo
- You can clearly see your face and all the text
- There is no shine from a light or window

[Save and continue](#) [Change image](#)

## 7. Take selfie and confirm image quality

Before you continue, and submit this photo of yourself, please confirm that:

- The image is clear and in focus
- The image contains no other people
- Your face is clearly visible, well lit and without strong shadows
- The image is not blurred by movement

[Save and continue](#) [Change image](#)

8. Verification may take a few minutes

**nidirect** [Contact us](#)

Verify your identity

**Verifying your identity**



**Important:** Please do not close this window while your identity is being verified.  
If the screen has not updated after a few minutes, you can return later by logging back in to your [nidirect account](#).

9. Your identity is confirmed and you can continue to AccessNI service

**nidirect** [Contact us](#)

Verify your identity

**Success**

**Your Identity has been verified**

You can now use other nidirect services that need your identity verified.

**Identity verified**

YES, I AM NOW LOGGED IN

[Continue to service](#)

**\*PLEASE NOTE - Every time you log into your NIDA LOA 2 account you will be asked to enter a Multi-factor Authentication Code (MFA) that will be sent to you by the method you chose ie email or text. It is IMPORTANT you keep your account details correct ie change of email address or a change of name/address.\***

**nidirect** [Contact us](#)

nidirect account

**Multi-factor authentication**

**Check your phone**

To improve the security, we have introduced a two step verification via SMS. You will shortly receive a security code within an SMS message. Please enter the security code in the box below to continue.

**Security code**

[Submit](#) [Cancel](#) [Resend security code](#)