



Ararat Baptist Church
‘The church on the common’

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**Safeguarding Children, Young People and
Adults at Risk
Policy and Procedures**

October 2022

(Updated March 2023)

Contacts Lists

Key safeguarding contacts within the church

Position	Name	Contact
Designated Person for Safeguarding	Rhiannon Scott	07816 782924 Rhiannon.Scott@Ararat.org.uk
Deputy Designated Person for Safeguarding	Catherine Watkins	07852 345612 Cat.Watkins@Ararat.org.uk
Safeguarding Deacon / Trustee	Julie Gibbs	029 2061 0831 Julie.Gibbs@Ararat.org.uk
Ministerial Team	Reverend Gethin Russell-Jones	029 2061 0831 GethinRJ@Ararat.org.uk

Referral and Advice	Contact
The Children's Services Access Point Team	Office hours (8:45am to 5pm) 029 2053 6490 Out of hours 029 2078 8570
Police (Child Protection)	029 2022 2111 101. (or 999 in an emergency)
South Wales Baptist Association Partnership Safeguarding Lead	Name: Kath Needham Phone: 07389 728669 Email: Safeguarding@SWBA.org.uk
Regional Minister	Name: Mark Fairweather-Tall Phone: 07828 997518 Email: Mark@SWBA.org.uk

Policy Statement

Safeguarding Children, Young People and Adults at Risk at Ararat Baptist Church

Ararat Baptist Church is referred to as “the church” in the Policy Statement.

Our vision as a church is to see the heart of the church extended into the community and the heart of the community extended into the church. In fulfilling this vision, the church

- has a programme of activities for children, young people and adults at risk
- welcomes children, young people and adults at risk into the life of our church community
- ensures our premises is available to organisations working with children, young people and adults at risk.
- recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity, or ability) as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together under the Children Act (Welsh Assembly Government 2006), Safe to Belong (BUGB : 2015)

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all children, young people and adults at risk associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to the following policy and to the development of procedures to ensure their implementation.

1. Prevention and reporting of abuse

It is the duty of each church member to respond to concerns about the well-being of children, young people and adults at risk and to report any abuse that is disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

2. Safe recruitment, support and supervision of all workers

The church will exercise proper care in the selection and appointment of those working with children, young people and adults at risk whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children.

3. Respecting children and young people and adults at risk

The church will adopt a code of behaviour for all who are appointed to work with children, young people and adults at risk so that all are shown the respect that is due to them.

4. Safe working practices

The church is committed to providing a safe environment for activities with children, young people and adults at risk and will adopt ways of working with them that promote their safety and well-being.

5. A safe community

The church is committed to the prevention of bullying of children, young people and adults at risk. The church will also seek to ensure that the behaviour of anyone who may pose a risk to children, young people and adults at risk in the community of the church is managed appropriately.

Safeguarding contacts in our church

Designated Person/s for Safeguarding

The church has appointed **Rhiannon Scott** and **Catherine Watkins** as the Designated Persons for Safeguarding [DPS]. They advise the church on any matters related to the safeguarding of children, young people and adults at risk and will take the appropriate action when abuse is disclosed, discovered or suspected.

Contact details: Rhiannon Scott

Phone: 07816 782924

Email: Rhiannon.Scott@Ararat.org.uk

Contact details: Catherine Watkins

Phone: 07852 345612

Email: Cat.Watkins@Ararat.org.uk

Safeguarding Deacon/Trustee

The church has appointed Julie Gibbs as the Safeguarding Deacon/Trustee to raise the profile of safeguarding within the church and oversee and monitor implementation of the safeguarding policy and procedures on behalf of the deacons/trustees of the church.

Contact details: Julie Gibbs

Phone: 029 2061 0831

Email: Julie.Gibbs@Ararat.org.uk

Our church minister has an important pastoral role in the church's safeguarding team. Where possible, the church Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Pastoral Care

The Church will ensure that in cases where abuse is disclosed, discovered or suspected, appropriate pastoral care is provided (either from within the Church or externally) for both alleged victim(s) and/or alleged abuser(s).

Availability of Policy and Procedures

- A copy of the safeguarding policy statement will be on display in the Ark and on our church website.
- Full copies of the safeguarding policy and procedures will be available in reception in the Ark, in the church office and on the church website.
- Each leader and worker with children, young people and adults at risk, will be given a copy of the safeguarding policy and procedures and will be asked to sign to confirm that they have understood the implementation of them.
- The safeguarding policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- This policy statement will be available at the church AGM, together with the annual safeguarding review report. The Level 1 safeguarding training video will also be shown at the AGM.

Date Policy Adopted: October 2022

Review date: October 2023

Agreed by:

Date:

(signed)

Chair of Deacons/ Trustees

Agreed by:

Date:

(signed)

Safeguarding Deacon/ Trustee

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Safeguarding Children and Adults at Risk Policy and Procedures

Many people say that good practice in this area of activity is just common sense. However, the variation in what is considered to be common sense when working with children and adults at risk is enormous. It is because of this that we have to make a special effort to try and define good practice. Sometimes good practice needs to deal with issues that we may take for granted, but because we are dealing with other people's children, and adults at risk, we have to be especially careful. Good practice is not a straitjacket, designed to stop us doing things. On the contrary, it is to enable us to do the things children and adults at risk enjoy in a safe environment.

Much of what is presented as good practice is good practice irrespective of Safeguarding issues. These are the standards we want to operate within because we strive to do the very best for children, young people and adults at risk.

These procedures are first and foremost about protecting children, young people and adults at risk. However, they will also help to protect workers from false accusations or unnecessary and unwarranted suspicion.

Introduction

Following the example of Jesus, we want to welcome children, young people and adults at risk into our Church and give them time and attention. All people, whatever their age, gender, racial background, culture or disability should have the opportunity to grow safe from harm, as valued members of the Church community. They should be treated with respect, listened to, kept safe and prayed for.

These procedures recognise and reflect:

- The UN Convention on the Rights of the Child (UNCRC) 1989
- The Children Act 1989 & 2004
- Every Child Matters 2003
- Wales Safeguarding Procedures 2019
- Human Rights Act 1998
- Social Services and Well-being Act (Wales) 2014
- Safeguarding Vulnerable Groups Act 2006
- Care Act 2014
- Safeguarding Children: Working Together Under the Children Act (HM Gov 2015)
- Safe from Harm: a code of practice for safeguarding the Welfare of children in Voluntary Organisations in Wales 2007
- Safeguarding and Protecting People for Charities and Trustees (Gov.UK 2017)

- Safe to Grow: Baptist Union of Great Britain Policy on Safeguarding Children and Young People (2011)
- Safe to Belong: Baptist Union of Great Britain Policy on Safeguarding Adults at Risk (2015)

Scope and Definitions

The following procedures apply to children and young people associated with the Church.

*Children and young people are defined as people under the age of 18 years of age.

* An Adult at Risk is defined as any person aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

* Associated with the Church means attendance at services, meetings and activities organised or promoted in the name of Ararat Baptist Church whether organised by the church or others and wherever held. (see Other User Groups, page 37)

Definitions of Child and At Risk Adult Abuse

Somebody may abuse or neglect a child or adult at risk by inflicting harm, or by failing to act to prevent harm. Children and adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

There are four types of abuse as officially defined in government guidance: physical abuse, sexual abuse, emotional abuse and neglect

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates or induces illness in a person whom they are looking after.

Physical abuse shapes and influences the person's behaviour, and emotional and educational development. It may vary in degree of injury, whether directly or indirectly, from physical injuries, neurological damage, disability or even death.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a person such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing a person frequently to feel frightened or in danger, or the exploitation or corruption of people. Some level of emotional abuse is involved in all types of ill-treatment of people, though it may occur alone.

Emotional abuse significantly harms a person's mental health, behaviour and self-esteem. It can be particularly damaging in infancy.

Sexual abuse

Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, whether or not he/she is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving a person in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging person to behave in sexually inappropriate ways.

Children and adults at risk who have been or who are currently being sexually abused may display a wide range of behaviours, including inappropriate sexual behaviour and sexual knowledge inappropriate to age. A person's ability to cope with the aftermath of a discovery or disclosure of sexual abuse is strengthened by the support of a non-abusing adult who believes the victim. The reactions of other adults who interact with a victim during this time can also have an impact on their ability to cope with what is happening.

Neglect

Neglect is the persistent failure to meet a child or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child or adult at risk from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a person's basic emotional needs.

Long term neglect is likely to cause far more developmental delay and impairment than any other form of abuse. In extreme cases, severe neglect can lead to the death of a child or adult at risk.

A distinction must be made between neglect caused by financial poverty which can be alleviated by financial help and that caused by emotional poverty. These may co-exist, but relief of the former does not lead to relief the latter.

Additional Definitions relevant to Church

Spiritual abuse

The term 'spiritual abuse' is not one of the official definitions of abuse but it is sometimes used to describe some of the particular features of abuse arising within religious organisations. 'Spiritual abuse' is increasingly being used to describe those situations where an abuse of power takes place in the context of a faith community. The following is a widely used definition of spiritual abuse:

Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others.

There are a number of ways in which practice in churches can lead to the abuse or neglect of people

- a belief in demon possession resulting in the labelling and naming of a person as 'evil' or 'a witch'
- pressurising people to make decisions that are not appropriate to their age or developmental stage
- creating an environment in which people are not encouraged to ask questions or hold alternative views.

Abuse of Trust

A relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. The individual in the position of trust could use that position to put a child, young person or adult at risk in a position of advantage or disadvantage.

Section 1: Procedures for Prevention and Reporting of Abuse

It is the duty of each church member to respond to concerns about the well-being of children, young people and adults at risk, and to report any abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Introduction

We all share the responsibility for promoting the welfare of children, young people and adults at risk. The Church has the following procedures in place to show how they are going to achieve this.

What to do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children, young people and adults at risk within the church.

If the behaviour of a child, young person or adult at risk gives any cause for concern; if an allegation is made in any context about a child, young person or adult at risk being harmed; if the behaviour of any adult (including colleagues and members of the public) towards children, young people and adults at risk causes you concern

- Do not dismiss your concerns, in particular do not ignore or dismiss concerns about a professional or a colleague
- Do not normally confront the adult about whose behaviour you have concerns
- Do not take responsibility for deciding whether or not child abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have.

You must

- Follow the church's procedures for responding to concerns

Unless

- You think that the child/young person/adult at risk is in imminent danger of harm then the police (999) should be contacted.
- A report of the details of the concern must then be given to the Designated Person for Safeguarding (DPS) as detailed below.

When a child or adult at risk expresses a concern

When a child, young person or adult at risk talks about harm or abuse that they are suffering

- **DO NOT PROMISE OR LEAD A CHILD OR ADULT AT RISK TO BELIEVE THAT ANY CHILD OR ADULT AT RISK PROTECTION CONCERN WHICH AFFECTS THEM OR OTHER CHILDREN OR ADULTS AT RISK CAN BE KEPT CONFIDENTIAL AND A 'SECRET'**
- Create a safe environment in which the child, young person or adult at risk can share their concerns
- React calmly so as not to further distress the child, young person or adult at risk
- Listen carefully to what the child, young person or adult at risk has to say
- Allow them time to say what they want
- Don't rush or interrupt them or ask more questions than you need to, in order to establish whether there is cause for concern or to ensure a clear and accurate understanding of what has been said
- Accept what the child, young person or adult at risk says and take seriously what you are hearing
- Reassure the child, young person or adult at risk and tell them that you know how difficult it must be to confide in you
- Tell the child, young person or adult at risk that s/he is not to blame and that they have done the right thing in speaking to you;
- Help the child, young person or adult at risk to understand what is going to happen next. The child, young person or adult at risk should be informed that other people will need to be told about the concerns which have been shared and who those people may be
- Be aware that a child, young person or adult at risk may be frightened and that s/he may have been threatened by their abuser if they tell of what has been happening to them
- Also remember that most children, young people and adults at risk feel loyalty to their parents and other significant people in their lives. They often find it difficult to say things which would be to their detriment.
- Remember – it is not your job to investigate.

Procedures for Responding to Concerns

STAGE 1

A worker or church attendee has a concern about the welfare of a child/adult at risk or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person for Safeguarding within 24 hours.



STAGE 2

The Designated Person for Safeguarding receives the report of concern

The Designated Person for Safeguarding has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person for Safeguarding along with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.



STAGE 3

After the decision has been made as to what action should be taken

The Designated Person for Safeguarding, the Safeguarding Trustee/Deacon and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority and the Charity Commission.

STAGE 1 – RECORD AND REPORT

The duty of the person who receives information or who has a concern about the welfare of a child or adult at risk is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person for Safeguarding (DPS). The report to the Designated Person should be made within 24 hours of the concern being raised.

The duty to RECORD:

As soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern, or if you have an instinctive feeling that something is wrong, then a written record should be made as follows.

The record should

- Be hand-written as soon as possible after the event
- Be legible and state the facts accurately
- Be typed up later, the original hand-written notes should be retained
- Include the child/adult at risk's name, address (where possible), date of birth (or age if the date of birth is not known)
- Include the nature of the concerns/allegation/disclosure
- Include a description of any visible bruising or other injuries
- Include an exact record of what the child/adult at risk has said using the child/adult at risk's own words
- Include what was said by the person to whom the concerns were reported
- Include any action taken as a result of the concerns
- Be signed and dated by the person to whom the concerns were reported
- Be kept secure and confidential and made available only to the Designated Person for Safeguarding.

The duty to REPORT:

If anyone has a concern about the welfare of a child/adult at risk, that concern should be reported to the Designated Person for Safeguarding without delay and within 24 hours of the concern being raised.

The report can be made in the first instance, either in a face to face conversation or by telephone, but should always be followed up by submitting a written incident report.

If concerns arise in the context of a children's, or adult at risk's group, the worker who has the concern may in the first instance wish to talk through their concern with other workers in the group and/or with their group leader. However, such conversations should not delay a report being made to the Designated Person.

The duty remains with the worker to record and report their concerns to the Designated Person. If a concern is brought to the attention of a leader by one of the workers, the leader should remind the worker of their duty to record and report and will also themselves have a duty to report the concern to the Designated Person for Safeguarding.

STAGE 2 – REVIEW AND REFER

The **duty of the Designated Person for Safeguarding** on receiving a report is to **REVIEW** the concern that has been reported and to **REFER** the concern on to the appropriate people.

The duty to REVIEW:

In reviewing the report that is received, the **Designated Person**

- Should take account of their own experience and expertise in assessing risk to children/adults at risk
- Must take account of other reports that may have been received concerning the same child/adult at risk, family or adult
- May speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision that will be made. Such conversations should not lead to undue delay in taking any necessary action
- May consult with their SWBA Safeguarding contact and/or Regional Minister in order to seek guidance from their Association
- May seek advice from the local Children's Social Services department in knowing how to respond appropriately to the concerns that have been raised.

The duty to REFER:

In reviewing the reported concern, the Designated Person must make a decision about who the report should be referred on to.

The Designated Person may

- Refer back to the worker who made the initial report if there is little evidence that a child/adult at risk is being harmed, asking for appropriate continued observation;
- Refer the concern to others who work with the child/adult at risk in question, asking for continued observation;
- In certain circumstances, you can refer to the adult about whom the concern has been raised. This may be the parent/carer of the child or it may be one of the children/adult at risk's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the Police or Social Services. To approach the adult may place the child/adult at risk at more risk, or could make any statutory investigation difficult to pursue because the child/adult at risk may be intimidated;
- Make a formal referral to the local Social Services Department.

All original reports should be retained safely and securely by the Designated Persons and a written record should be made of the actions taken. (see BUGB guide to Safeguarding Record Keeping for local Baptist churches, May 2018).

STAGE 3 – REPORT AND SUPPORT

Responsibilities in Stage 3 of the process are shared by the Designated Person, the Safeguarding Trustee/Deacon and the Minister.

The duty to REPORT:

Whenever a formal referral is made to Social Services the Designated Person should

- report the referral to the Safeguarding Trustee/Deacon
- report the referral to the Minister (unless the referral is about the Minister)
- report the referral to the SWBA Safeguarding contact and/or Regional Minister of the local Association (if about Minister)

In certain circumstances the Safeguarding Trustee/Deacon acting on behalf of the trustees may also need to make further reports.

The duty to SUPPORT:

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected. Even when formal referrals to the statutory authorities are not made, those who make reports will feel uncertain and vulnerable and support will need to be offered to them.

Child/Young Person/Adult at Risk

For the child/adult at risk concerned, Social Services and other agencies may provide support and services. However, the church will have a role to play in complementing this support. The Designated Person should seek to work in partnership with other agencies, clarifying with them how best the church may be able to support the child/young person and to ensure that consistent help and support is being offered.

Other Family Members

The church may similarly be in a position to offer pastoral and practical support to family members who may find they are trying to cope with a variety of feelings.

Church Worker/Volunteer

Support and counselling may also be offered to those within the church who are involved in the incident. This could be the person who the child shared their concerns with and the Designated Person.

Ministers/ Deacons

Ministers and deacons should ensure that whenever a referral is made to Social Services that a Regional Minister is informed.

Responding to Concerns about the Behaviour of Fellow Workers and Whistleblowing

The basic three stage process outlined above should form the basis for responding to all concerns within the church regarding the welfare of children and Adults at Risk.

If anyone in the church believes that the behaviour of one of the workers is placing children, young people or adults at risk at risk of harm (whether that worker is paid or unpaid, is a relatively new volunteer or is a senior and experienced youth worker) there is a fundamental duty to RECORD and REPORT.

However, there will be many times when workers quite innocently and inadvertently place themselves in situations where they act in an inappropriate way and where they make themselves vulnerable or open to suspicion. Occasionally workers may 'let their guard drop' and may say or do something that falls outside what would normally be considered as acceptable behaviour with children/adults at risk.

It is probably not appropriate or necessary to report all of these incidents to the Designated Person – particularly if they are one-off events – but the church will develop a culture where there will be a proper and proportionate response to situations like this.

Workers need to be willing to point out to one another when their actions are inappropriate.

What should trigger a report being made to the Designated Person?

- All workers should feel able to make a report if they feel uncomfortable about the behaviour of any fellow worker
- All occasions where a worker causes harm to a child or adult at risk, or where the actions and behaviour of a worker poses a risk of harm to children, young people or adults at risk should be reported
- When a worker repeatedly breaches the code of conduct, whether or not it is thought to be willful, a report should be made to the Designated Person.

When the Designated Person receives any report expressing concern about the behaviour of a worker, Stage 2 of the procedures for responding to concerns will be followed.

All those working with children, young people or adults at risk should be aware that if an allegation is made against them that is referred to the statutory authorities, they will normally be advised or required to withdraw from their responsibilities while an investigation is carried out. They may even be asked not to attend church during this period.

If an allegation is made that a worker has caused harm to a child or adult at risk the procedures outlined in Safe to Grow and Safe to Belong (BUGB) require that the allegation is reported to Social Services who should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child or adult at risk
- possibly committed a criminal offence against children/adults at risk, or related to a child/adult at risk
- behaved towards a child/adult at risk in a way that indicates s/he is unsuitable to work with children/adults at risk.

If a person who is working with children or adults at risk is removed from their position (or would have been removed had they not resigned) because they have caused harm to a child/adult at risk or because they pose the risk of causing harm to a child/adult at risk, it is a legal duty of the Designated Person for Safeguarding to make a report to the **Disclosure and**

Barring Service.

Further guidance together with a standard report form can be found on the Disclosure and Barring Services website.

The Church is registered with the Charity Commission, so it is also the statutory duty of the Designated Person along with the Safeguarding Trustee/Deacon, to report to the Charity Commission in the annual return, any significant safeguarding incident that has occurred during the course of the year that has affected the work of the church.

When the concern involves the Designated Person

Reports should be made to the Minister, who will follow procedures as above.

When concerns are expressed about the Minister

Whenever any concerns are expressed about the Minister, the concerns must be taken as seriously as if they were being expressed about any other person connected to the life of the church and therefore reported to the Designated Person for Safeguarding. Any safeguarding concerns involving a Minister should always be reported immediately to the Regional Minister of your local Baptist Association in addition to following the church's normal procedures.

Section 2: Safer Recruitment, Support and Supervision of All Workers

The church will exercise proper care in the selection and appointment of those working with children, young people and adults at risk, paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safeguarding of children, young people and at risk adults.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children or at risk adults to knowingly apply, accept or offer to work with children/at risk adults. The Act specifically includes trustees of charities working with children/at risk adults. This means that a person banned from working with children/at risk adults cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work to an individual who is disqualified from working with children/at risk adults.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children and young people will be asked to agree to an Enhanced Disclosure and Barring Scheme (DBS) check being carried out before the position is confirmed and before the person can start work. For those working with adults at risk, please see Safe to Belong p31 (BUGB) re DBS checks.

The Recruitment Process

The following processes will always be applied to **any** recruitment process for both paid church workers and volunteers who work with children, young people or adults at risk

The Church will develop a clear role/job description, person specification and application form

- For a role that requires a person to work directly with children and young people, we will make it clear that any appointment is subject to an Enhanced DBS check, for any other appointments that require a Standard DBS check then this will also be made clear both verbally and on application forms
- Formal references will be requested - applicants will be required to complete an application form including the names of two referees - in the form of at least one professional and one personal reference (not family)
- Shortlisting of applicants will be carried out by at least two people, one of which should be the line manager or group leader
- Interviews will be carried out face to face by at least two people, to include the line manager or group leader
- References, a Criminal Record Self-Disclosure form, and a DBS check must be completed satisfactorily **before** the appointed person starts in their role
- A probationary period should be contractually applied to all paid roles, the advisable period being of between 3-6 months, before the appointment is confirmed
- All appointees (both voluntary and paid) will be required to sign an undertaking to work within the agreed safeguarding policy and procedures of the church and be provided their own copy
- All appointees (both voluntary and paid) will have a written agreement or contract to include a clear role/ job description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings (one to one documented supervision meetings) so that work can be discussed, issues aired, areas of concerns dealt with and an annual appraisal/ performance management for paid roles
- All appointees (both voluntary and paid) will be provided with an induction programme and initial training which will include the safeguarding policy and procedures.

Recruiting Staff and Volunteers

Appointing Paid Workers

The recruitment/appointment process for all paid workers will follow the recruitment process outlined above but will inevitably be more formal and will contain some additional elements

- the post will be advertised appropriately, internally and externally
- there will be a need to shortlist the applicants against a set criteria
- the interview will be more formal and will often be a 'competitive interview', with a number of candidates being interviewed for a single post
- it is important to ensure that there is an exploration of the candidate's understanding of and commitment to safeguarding procedures within the interview
- check the candidate's right to work in the UK. This is a statutory requirement for all paid employment situations in the UK
- issue a contract of employment (or 'terms of appointment' if it is a ministerial appointment)

Advice and guidance on employment matters can be found in the BU Guideline leaflet (L08) on Employment, which includes a model contract of employment (can be downloaded from the Baptist Union website www.baptist.org.uk).

Appointing Volunteers/ Un-paid Roles

When recruiting new volunteers in the church an announcement can be made in several ways, such as in the weekly notices, during the verbal notices in a church service or by posting a request on the notice boards/ website etc...

If a role profile/job description does not already exist for the post, then one should be drawn up for the post and application forms and a self-declaration form should be made available to volunteers. These forms could be obtained from the church office or from behind the reception desk in the Ark or given directly by the leader of the group to the volunteer.

The role profile/job description and application form [which will explain that any appointment may be subject to a DBS check], and a criminal record self-declaration form should be passed to the prospective volunteers, these completed forms then being returned to the group leader.

If any applicant has not been a church member for at least one year, authorisation to proceed with the application should be given by the deaconate/trustees.

Once the forms have been scrutinised, those applicants deemed suitable should have an 'interview' by the group leader plus one other (the interviewers must not be related to the interviewee). The interviews do not have to be a formal arrangement (could be a chat) but should be in sufficient depth to determine the suitability of the candidate.

The same questions should be asked of each candidate and they should also be given scope to ask questions. It is good practice to keep a list of the questions asked at any interviews including the interviewees replies to those questions. (see Recruiting Staff Policy)

Once the interviewers have determined who is the most suitable candidate(s) the selection of the new member(s) of staff must be agreed with the deaconate/trustees. The group leader must then write to those specified by the applicant for their references, the references must be received by the group leader before any appointment is made, once this is known the DBS verifier will then issue the candidate with a DBS form to complete.

All DBS responses will be returned to the DBS verifier who will inform the group leader of the suitability, or unsuitability (but not the reasons), of each applicant. Any appointment to the post(s) can now be made.

The group leader will be responsible for the induction of successful candidates. During the induction the new staff member will be issued with a safeguarding children/adults at risk policy.

The group leader will also be responsible for undertaking the review of the new staff member at the end of the probation period, for assessment and delivery of one to one supervisions of the staff member through the period that they are working with the group and for ensuring that this/these new staff member(s) is/are trained appropriately.

All supervisions and training should be documented in writing and signed by both parties on completion.

Updates on safeguarding procedures and legislation should be provided by the Designated Persons for Safeguarding.

- Volunteer helpers with, or who may come into contact with, children/adults at risk are required to attend Level 2 Safeguarding training within 6 months of their appointment and then every 4 years if still in post.
- Volunteer leaders of groups are required to attend Levels 2 - 3 Safeguarding training within 6 months of their appointment and then every 4 years if still in post.

The Appointment of Deacons/Trustees

Deacons/Trustees are also 'volunteers' within the church and their appointment still needs to be as thorough as with other volunteers, however, their election process means that a different procedure is required.

When deacons have completed their term of office and are standing for re-election or when new deacons are being sought, the candidates require primary and seconding promoters. These promoters can be seen as referees who should state on their proposal forms why their candidate is suitable for the post

When the prospective deacon accepts the nomination, the Church Secretary will give him/her a role description outlining a deacon's duties and responsibilities and a nomination form which they must complete and sign. The nomination forms will have a self-declaration section for any relevant convictions.

The election of deacons is held at a church meeting and they are elected if they receive the appropriate number of votes. Their appointment is therefore made by the church membership.

Only deacons/ trustees who have responsibility for children or perform regulated activities with adults at risk and/or work with children will be required to undertake an Enhanced DBS. All other deacons/ trustees should have a Standard DBS check undertaken.

All deacons/trustees will be given copies of the Safeguarding Children and Adults at Risk Policy and Procedures and should sign a declaration form stating their understanding and commitment to upholding these policies.

All deacons/trustees are required to attend Levels 1-3 Safeguarding training within 6 months of their appointment and then every 4 years if still in post.

Appointing and Supporting Young Leaders

The young leaders of today are the adult leaders of tomorrow. They can be valuable members of any youth or children's team in our church, providing valuable time, energy and ideas for the group.

If we are going to encourage young leaders, we need to ensure they are kept safe, that the children and young people in their care are safe and that they are well supervised and cared for. Often young leaders are from a similar peer group to those with whom they are working, so boundaries can become blurred.

1. Young Leaders under 18 Years of Age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. However, neither should they be managed in the same way as the children or young people with whom they are working with.

Each leader will have to make a judgement about how involved the young leader will be in planning, running and evaluating the various aspects of the programme. This will depend on how much (or little) they want to do, what they are capable of, and how many other adult helpers you have. It may be best to adopt a step by step approach to their involvement, perhaps beginning with some closely supervised activities, and then progressively increasing the amount of involvement and responsibility they are given.

Training, mentoring and supervision should be encouraged, to ensure that the young leader is helped to develop and hone skills, attitudes and experience. We have a duty to make their time as young leaders both enjoyable and rewarding – they must never be “just another pair of hands”.

Some practical issues that should be considered when working with young leaders are

- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of young people or children
- When considering ratios of staff to children or young people, the young leader needs to be counted as a child, not a leader
- The Safeguarding Children section of the policy applies to a young leader just as it does to any other child
- The written permission of parents or carers must be sought for the young leader just as you would for any other person under 18 years of age
- If the young leader accompanies you on a residential activity, ideally, they should have separate sleeping accommodation to both the adult leadership team and the children or young people they are working with.

Careful judgements will need to be made regarding the appointment of young leaders who are under the age of 18. Some may need to be appointed under the full procedures of the church's Safeguarding Policy, including applying for an Enhanced DBS Disclosure. For others this will not be appropriate. (see 'Safe to Grow' page 51)

Young leaders under the age of 18 **will not** need to be appointed under these procedures and therefore **will not** require to apply for an Enhanced DBS Disclosure if

- they are asked to take increasing leadership responsibility in a group in which they are a member
- they are always exercising leadership by assisting the adult workers and leaders of that group

- they are part of a peer led group and emerge within that group as one of the leaders.

Young leaders under the age of 18 **will** need to be appointed under these procedures and therefore **will** need to apply for an Enhanced DBS Disclosure if

- they are appointed to work in a 'regulated activity' with children and young people in a group to which they do not belong.

2. Young Adult Leaders 18 Years and Over

Leaders aged 18 years and over are adults. They will therefore need to go through the full appointment procedures agreed by the church. Care will need to be taken when a young leader turns 18 that their new status is recognised and that the appropriate procedures are followed, including an Enhanced DBS Disclosure, references and training in the church's safeguarding policy and procedures.

However, young adults should still be treated with special care as they develop their leadership skills and learn new responsibilities.

If they are part of a peer group within the church, the boundaries can become blurred if sometimes they are leaders and sometimes they are a member of that peer group. Ideally, young adult leaders should not be given supervisory responsibility for the age group directly below them.

The Supervision of Workers

One of the marks of an organisation that is able to respond well to concerns about the welfare of children, young people and adults at risk, is that there is a well-defined structure of leadership, supervision and accountability for those working with children, young people and adults at risk.

All those working with children/adults at risk should receive safeguarding training within 6 months after they are appointed to their role.

[Please note that the word 'supervision' is used in the general sense of defining a working relationship in which one person is accountable to another rather than literally being present while the person is undertaking their task].

An essential element of any job description will define

- who the post holder will be accountable to
- who and what the post holder will be responsible for

All new workers will need to be supervised more closely until their manager/group leader is sure that they are working safely and within the code of behaviour that the church has adopted. (see Code of Behaviour, pg18)

It is important that regular one to one supervision meetings take place between the worker and their supervisor/line manager. These supervision meetings should be recorded in writing and include opportunity to discuss safeguarding concerns. (see BUGB Safeguarding Policy - Safe Recruitment policy - Supervising Workers).

Church deacons/ trustees should agree and oversee suitable processes for timely one to one supervision for all staff (voluntary and paid), how often they should be happening and who will be the link to the deacons/ trustees to be able to report back. Written records of supervisions should be kept by the leader responsible.

Safeguarding issues should be regularly on the agenda of meetings of children's and adults at risk leaders in the church so that all workers are constantly reminded of the need for vigilance. It is good practice that regular meetings of all workers take place to share thoughts about the children/adults at risk and the activities that you are running. This helps to give encouragement and to exchange concerns about individuals.

A well-defined structure of accountability will help to ensure that if one of the workers is behaving inappropriately, that behaviour will be identified and reported promptly to the Designated Person for Safeguarding. All workers will know who they should speak to in the first instance when they see someone behaving inappropriately. (see section on Whistleblowing).

Section 3: Respecting Children and Young People

The church will adopt a code of behaviour for all who are appointed to work with children, young people and adults at risk so that all children, young people and adults at risk are shown the respect that is due to them.

Writing a code of behaviour for the local church

One would hope that within the Christian community among people who profess to be followers of Jesus, it would go without saying that all children, young people or adults at risk whatever their age, gender, racial background, culture, or ability, should always be treated with respect and dignity and that their safety and welfare should be a priority.

Experience tells us that what this means in terms of the behaviour, attitude and the actions of those who work with children/adults at risk need to be carefully thought through and clearly defined.

- What one person sees as a 'harmless joke', another person understands as a form of ridicule that belittles and demeans
- What one person offers as a gesture of affection and friendship can be experienced by another as intrusive and threatening.

Behaviour that is perfectly innocent for most people may to others be part of a progressive pattern of behaviour that is about developing an abusive relationship with a child or adult at risk. (This is often termed 'grooming').

While the code of behaviour is first and foremost about protecting children, young people and adults at risk it will also help to protect workers from false accusation or unnecessary and unwarranted suspicion.

Safe Behaviour - A Code of Behaviour for Workers

The following code of behaviour is expected from all volunteers and paid staff within the Church

- Treat all children and adults at risk with respect and dignity.
- Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or adult at risk.
- Listen well to children, young people or adults at risk.
- Be careful not to assume you know what a child/adult at risk is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following
 - Scape-goating, belittling, ridiculing, or rejecting a child/adult at risk
 - rough games involving physical contact between a leader and a child/adult at risk
 - invading the privacy of children/adults at risk when they are using the toilet or showering
 - sexually provocative games

- making sexually suggestive comments about or to a child/adult at risk, even in 'fun '
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be safely restrained in order to protect them or a third person.)
- Make sure another adult is present if, for example, a young child/adult at risk has soiled their underclothes and needs to be thoroughly washed. If possible, the parent or carer should be called in to carry out such a task
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature
- Must comply with the boundaries and behaviour recommendations around Electronic communication (refer to the church policy on Social Media and Electronic Communication).

Workers should normally not plan to be alone with children and young people

All workers should plan their work with children and adults at risk in such a way that they will not normally be alone with a child or adult at risk where their activity cannot be seen by others.

This will mean

- A worker should never plan to be alone on church premises with children, young people or adults at risk
- Doors should be left open, or two groups should work in the same room when there are not sufficient leaders to have two for each group
- At least two people should be present before the doors are open as children arrive for a group and at least two people should remain present together until the last child has left the building or room at the end of a meeting
- A worker should never invite a child, young person or adult at risk to their home alone. It is acceptable to invite a group if another adult is in the house. Establish that each parent/carers knows where their child/adult at risk is and at what time they should return home.

Guidelines for Physical Contact with Children and Young People

It is hard to conceive how you can be a nurturing, caring worker with children, young people or adults at risk without some physical contact happening at least occasionally! For example, if a child is distressed it is natural to want to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children who have experienced abuse.

The following guidelines are helpful when considering whether or not touch is appropriate in any given situation.

- For whose benefit is this taking place? Is it for the sake of the child/adult at risk or is it for your own benefit?
- If no-one else is present it is always advisable to avoid physical contact

- Young children should be treated with respect, just because they are small does not mean that they should be treated differently to how we would want to be treated. A child should never just be picked up and placed in your lap or carried around for no reason. If this is required then they should always be asked before doing so or informed first if this is about to happen
- If you find that the child or adult at risk is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a young person may be more appropriate than a full 'hug'
- Remember that not all express friendship or affection in the same way and some people (children included) find excessive touching an infringement of their personal space
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed.

Lone Working

1. Unplanned occasions when a worker is alone with children, young people or adults at risk

There may be occasions when, despite careful planning, a worker finds themselves in a situation when they are in sole charge of children or a child in the context of a church activity. In these situations, the worker should

- Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with the child/children
- Wherever possible, immediately phone the Designated Person for Safeguarding to report the situation
- Make a written report of the situation immediately after it has been resolved and give a copy to the Designated Persons for Safeguarding and the Safeguarding Trustee/Deacon. (The report serves two functions – It helps to ensure appropriate accountability for situations where there is increased vulnerability and risk - It also allows for the monitoring of situations where workers are on their own with children and young people).

If the same situation keeps recurring, working practices will be reviewed.

2. Planned occasions of being alone with children, young people or adults at risk

There will be a very few situations when it is appropriate for workers to be alone with a child, young person or adult at risk. The most common situation is when a youth worker is offering support or pastoral guidance to a young person where privacy and confidentiality are important.

The following guidelines will apply

- If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where sufficient privacy can be assured, this option should be taken
- The conversation is best held in a room where there is glass in the door so that others can see inside the room

- Wherever possible another adult should be in the vicinity and the young person should know that they are there
- Another adult must know that the interview is taking place and with whom
- A worker should set an agreed time limit prior to the session and stick to it! It is the responsibility of the worker as the adult involved to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary
- A worker should not invite a young person to their home nor go to the young person's home when they are alone.

3. Working one to one

Most church children's/youth/adult at risk work takes place within a group setting (youth club, small groups etc), however there are times when one to one work with a person is a necessary part of a good work programme.

Working one to one with a person can come out of a number of different situations

- Taking the time to listen if a person shares an issue they are facing
- Offering ongoing support and advice
- A formal agreement involving a mentoring relationship between an adult and young person
- The need to meet a person who is facing a crisis in their life
- Discipleship of a person, including accountability, prayer, Bible study.

We need to find appropriate and safe ways of coming alongside people in this way and ensure guidelines are in place to safeguard both parties.

Accountability

A simple log sheet should be kept regarding who, where and when workers and young people have met. This gives opportunities for other workers to raise a concern about a particular workers' allegiance to a young person.

- Written notes should be made following the meeting, recording the essence of the conversation, any advice given, or recommendations made, and what was agreed
- Notes should be securely stored in the church and young people should be aware that they have a right to see any records kept about them.

Supervision

Supervision of workers should be used to monitor the frequency of appointments as well as the content of meetings, ensuring a worker isn't getting in over their head, and a young person/at risk adult is not becoming too dependent on a worker.

Phrases such as 'you're the only one who understands me' may be flattering but should ring alarm bells. Is there a possibility of drawing someone else in to work alongside you or having a cooling off period of a few weeks whilst they reflect upon advice given to them?

Workers need to maintain a professional distance, and not be at the beck and call of the individual person. Workers need to have adequate knowledge of where to refer a person if necessary. It is the worker's responsibility to know what to do with the information given to them and when to involve other agencies.

Confidentiality

Appropriate confidentiality is necessary. However, workers must understand that if they believe the person they are talking to, or other people who are at risk, then they have a duty to pass that information on. Often, in church situations, workers meet with sons and daughters of their friends. Clarity regarding confidentiality is paramount in these situations and needs to be clearly communicated.

Venue

Any contact with young people/at risk adults should be in a public place, at an appropriate time and in view of another adult (ie early morning, late night or whilst they should be at school is not appropriate).

For example, you could meet with a young person in a one to one situation:

- At the end of a youth group event whilst others are clearing up
- During a youth group session, in a side room or in 'The Ark'
- At a coffee shop after school.

One to one work can be an essential part of youth/at risk adult work, but there are risks involved with this type of working for both parties. One to one work must be practiced safely, appropriately and within agreed guidelines by the church. (see above)

Offering Transport to Children and Young People

Vulnerable situations can be created when workers' offer lifts to children and young people, either to take them to and from church activities or to take them on planned outings.

These practices are adopted to mitigate the risks involved

- Parents should give permission for children to be given transport and should be informed at what time to expect their children home
- Although it is often impractical, wherever it is possible two adults should be present in a car with children and young people
- Where possible workers should avoid giving regular lifts to children or young people on their own to and from church activities

- If the same group of children are regularly given lifts, consideration should be given to picking them up in a different order each week so that the same child is not always the first or the last to be picked up or dropped off
- If a child is travelling alone in the car with a worker, the child or young person should be asked to sit in the back seat of the car
- Workers should not spend unnecessary time alone in a vehicle with a child. Long conversations in the car outside of church premises or home, or unnecessary diversions should be avoided
- Workers should avoid being alone in a car with a child or young person who is particularly vulnerable; for example, a child with a crush on a leader, or a child whose behaviour is difficult to manage.

Abuse of Trust

Relationships between children, young people or at risk adults and their leaders take many different forms, but all of them can be described as 'relationships of trust'. The leader is someone in whom the child, young person or adult at risk has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend.

In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child, young person or at risk adult. It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.

It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly.

In these circumstances it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust. It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners - the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

These principles apply irrespective of sexual orientation. In addition, it is important to recognise that women as well as men may abuse a position of trust.

Electronic Communication, Social Media and Information Technology

Electronic communication is enormously important and popular. It is an easy way to communicate with young people in particular.

It is important for the Church to have guidelines regarding the safe use of electronic communication and social media to maintain healthy and safe relationships between adults and children.

Electronic communication must never become a substitute for face to face contact with young people.

With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are general principles that the church should adopt for the well-being of the children and young people.

- Parents/carers, young people and adults at risk themselves, have the right to decide if a worker is to have the young persons' email address or mobile phone number etc
- Workers should only use electronic means of communication with those young people/adults at risk from whom appropriate consent has been given by both the parents/carers and the young person/adult at risk. Workers should not put any pressure on young people or adults at risk to reveal their email address, mobile phone number etc
- Direct electronic communication with children and young people under the age of **16 years** is inappropriate and should be avoided
- Only workers who have been appointed under the church's agreed procedures should use any electronic means of communication to contact young people/adults at risk on behalf of the church or one of the church's organisations
- Contact with young people/adults at risk by electronic communication should generally be for information-giving purposes only and not for general chatter.

Where a person in need or at a point of crisis uses this as a way of communicating with a worker:

- Significant conversations should be saved as a text file, screen shot or printed off if possible
- A log must be kept of who and when they communicated
- Workers should contact their group leader for advice and the Designated Persons for Safeguarding
- Workers should not share any personal information with children, young people or adult at risk and should not request or respond to any personal information from the child/young person/adult at risk, other than that which is necessary and appropriate as part of their role
- Workers should be careful in their communications with children, young people and adults at risk so as to avoid any possible misinterpretation of their motives. To reduce the risk of misinterpretation, clear, unambiguous language should be used, and the use of unnecessary abbreviations should be avoided
- Electronic communication should only be used between the hours of 8.00 am and 10.00 pm
- E-mails should be sent out with a church header and footer showing the young people this is an official communication from a member of the youth team.

Mobile Phones

- Mobile phone usage should be primarily about information giving
- 'Text language' should be avoided so that there is no misunderstanding of what is being communicated
- 'Text conversations' should be avoided between youth workers and young people via a worker's personal mobile phone; (that is a series of text messages/emails being sent to and fro between mobile

phones), instead any communication should only be via the youth leader of the group via the leaders' work mobile

- Consent from the child/young person parent/s and or guardian should be obtained in writing for permission for contact in this way
- The use of 'text' messaging should be kept to a minimum and should not be used with children and young people under the age of **16 years**.
- The use of the phones' camera should comply with the church's policy on photo's/videos
- Workers should not take or retain images of children and young people on their personal mobile phone
- Workers/youth leaders should avoid the use of their personal phone camera when in the presence of children and young people and should keep their mobile phones securely away from the children and young people in their care
- A mobile phone policy should be developed by the church and adhered to by all church groups where children and young people are concerned.

Instant Messaging Services (IMS)

- The use of instant messenger services, such as WhatsApp, Skype, Messenger – when contacting children and young people this should be kept to a minimum and only used with the appropriate minimum age restriction for children and young people. IMS can be used to set up a group chat function, however the group leader is required to be the group administrator and needs to obtain permission from the parents/ carers. IMS should not be used for direct messaging with C&YP.

Where a young person in need or at a point of crisis uses this as a way of communicating with a worker

- Significant conversations should be saved as a text file, screen shot or exported off the IMS if possible
- A log kept of who and when they communicated
- Workers should contact their group leader for advice and the Designated Persons for Safeguarding.

Social Networking Sites

- If youth leaders/workers are going to communicate via social networking sites (for example Facebook, Instagram, Twitter, LinkedIn), they should ensure that all of the content on their site is appropriate for young people to see
- Consideration should be given to creating a separate profile for any church group that uses social media as a way of communicating information. This group should be a 'closed' group that is managed by the group/youth leader and any content should be monitored for appropriateness
- Best practice dictates that, youth leaders should consider having a site that is used solely for youth work communications and that is totally separate from their own personal site

- Lower age limits of social networking sites should be adhered to (generally social networking sites have a minimum age of 13 years) However, the church feels that youth leaders/workers should not communicate personally or 'friend' children and young people under the age of **16 years** on these sites regardless of whether there is a lower age limit for these sites.
- Consent should be obtained from parent/s and or guardians for contact via social media regarding young people aged between 16-18 years
- Be aware of the content of photos that may be uploaded on to your site and these photos should adhere to the church's policy on photography
- All communication with young people should be kept within public domains
- Workers should ensure that all communications are transparent and open to scrutiny. Copies of communications should be retained and where possible other workers should be copied in on communication.

Photography

It is not illegal to take photographs of children, however when taking photographs or video footage we must comply with the Data Protection Act 2018/ GDPR Regulations.

Fear of breaching this Act should not be wrongly used to stop people taking photographs or videos of all activities involving children and young people. It is possible to be responsible without being over-restrictive.

The following guidelines are advisable:

- Permission/consent should be obtained from parents and carers for photographs to be taken at church activities. The permission form should clarify where those photographs are likely to be used (display board, website, press etc)
- Photographing children should be conducted with sensitivity and courtesy. Children generally like having their picture taken, but there may be moments when they would rather not. Consent of the child is just as important as parental permission
- When photographs are displayed children should not be identified by name, nor should it be possible to infer the identity of individual children from the photograph
- Photographic material should be stored safely in a place that has been agreed and minuted by the trustees/deacons
- Leaders should not store images of children and young people on their mobile phones
- Any photographs sent to the press must not identify individual children by name, nor should the names of individual children be able to be inferred from an accompanying caption or story
- Copies must not be distributed to other individuals without parental permission
- Policies and procedures regarding photography should be developed by the church.

Section 4: Safe Working Practices

The church is committed to providing a safe environment for activities with children, young people and at risk adults and will adopt ways of working with children, young people and at risk adults that promote their safety and well-being.

Children, Young People, At Risk Adults and the Church's Health and Safety Policy

The Church has adopted a Health and Safety policy.

Every worker should know;

- it is their individual responsibility to uphold the church's Health and Safety Policy
- how to report incidents and concerns under the church's Health and Safety Policy
- to know where the First Aid equipment is kept and how accidents should be reported
- what procedures should be followed in the event of a fire.

All activities for children, young people and at risk adults will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of Ararat Baptist Church*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Level 2 Food Hygiene Certificate.

Buildings being used for children/at risk adults' groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

Fire

It is the responsibility of all group leaders/responsible persons within the building to ensure the safety of themselves and those who are in their care. In addition, it is a legal requirement that all group leaders/responsible persons are familiar with the emergency procedures in the event of a fire.

First Aid

The church has a number of trained First Aiders and a list identifying who they are should be displayed in the 'Ark'. All church groups should ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

The church should have first aid kits (for adults and for children) on the premises, as well as accident and incident reporting sheets which must be completed in the event of any accidents, injuries or incidents. Completed forms should be passed on to a nominated individual for safe keeping in a file.

There should also be an additional first aid kit for external events that the church organise outside of the premises.

A nominated individual should ensure that the contents of the first aid kits are checked on a regular basis and this should be recorded in writing.

Supervision of Groups

The person responsible for a group/activity must sign in at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards.

The responsible person or leader of a group should ensure that they have registered any workers in their group. This makes certain that the supervision of workers on the premises is recorded for health and safety purposes.

Food Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Level 2 Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.).

Risk assessments

As well as assessing the premises for the risks that they may pose for children/at risk adults, all leaders of children's and at risk adult groups should assess the risks involved in the programme that they are planning.

Step 1 Identify the hazards

Walk around the venue, think through your programme, think about the individual children you are working with (taking into account any children/young people/at risk adults with additional needs, whether physical, emotional or behavioural etc).

- What/who could reasonably be expected to cause harm?
- Look back at accident records/incidents.
- What has been a hazard in the past?

Step 2 - Decide who might be harmed and how

For each hazard think through who might be harmed:

- Groups of people (e.g. children, leaders, parents)
- Individuals. (e.g. a child with special needs)

How might they be harmed?

- what type of injury

Step 3 - Evaluate the risks and decide on precautions

What can you do about the hazards?

- Can I get rid of the hazards altogether?
- If not, how can I control the risks so that harm is unlikely?

Step 4 - Record your findings and implement them

Writing down your risk assessment and sharing them with your colleagues helps to ensure everyone understands the risks and subsequent controls.

Risk Assessments can then be reviewed and re-used at a later date.

Step 5 - Review your risk assessment and update if necessary

When working with children and young people, the level of risk will vary depending upon the particular individuals you are working with, and the gifts and abilities of your staff. Thus, risk assessments should be reviewed when necessary.

A general risk assessment should be done at the beginning of each term, considering the programme and the venue.

Specific risk assessments should be done for activities which are out of the ordinary, for example a trip out, or an activity with particular risk factors

Ratios

An important aspect of any risk assessment is ensuring that you have a suitable ratio of staff to children, young people or at risk adults. A number of factors will come into play in assessing the ratio for any particular activity or group

- The age of the children/at risk adults. Generally speaking the younger the children, the higher the ratio should be of adults to children.
- Special or additional needs. Do any of the children/at risk adults have special/additional needs that will require additional support?
- Behavioural issues. Do any of the children/at risk adults, or does the group as a whole, present challenging behaviour that can be difficult to control?
- The venue.

Gender balance

If you have a mixed group of children, young people or at risk adults you should endeavour to have both male and female workers present. This becomes increasingly important for older age groups.

Recommended minimum ratios

The following table represents recommended minimum ratios of adults to children. This should be your starting point in calculating appropriate ratios for your children's groups and activities. If any special factors emerge within your risk assessment you should increase the recommended ratio in order to ensure the safety of the children and young people.

Remember that in calculating the ratios of workers to children you should not include young leaders who are under the age of 18 among your number of adult workers.

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children

What happens when ratios fall below the required level?

The ratio of adults to children can fall below the optimum level in two different types of situations.

- In a one-off situation where a member of the leadership team is unavailable for one session and it is not possible to arrange alternative cover
- On a more permanent basis, where it is not possible to find sufficient volunteers to staff a group at the desired level.

1. The one-off situation:

When the first of these situations arises, the remaining leaders should:

- Determine whether it is safe to continue with the planned programme
- Consider ways of working that would reduce the risks
- Consider if this is a week when additional staff were required because of the nature of the planned activities should the activities be changed
- Be aware that if children's and young people's safety is being put at an unacceptable risk, then the event should be cancelled
- Write a report detailing

- the circumstances that led to the reduced staffing levels
- the actions that were taken to reduce the risk to the children and young people
- Give a copy of the report to the Designated Persons for Safeguarding and the Safeguarding Trustee/Deacon.

If the reduced staffing will lead to one adult being alone with a child or a group of children or young people, then (if there is time) the event should be cancelled. If there is an emergency that leads to this situation, then the worker who is left alone should follow the practice outlined previously.

2. Permanent Basis:

Any decision to run a group with staff ratios that are below the recommended level should be taken by the Deacons/Trustees of the church.

The decision should be recorded in their minutes together with

- the reasons why they believe that this decision is justified and
- any measures that have been taken to minimise the risks to children and young people

****Under no circumstances should the trustees plan to continue running a group where only one adult will be present with children and young people.***

Parental Consent

All children and young people who access church organisations should be formally registered and parents/carers should be asked for the following details of their child:

- Full name
- Address
- Date of birth
- Details of parents/carers including address, primary contact number(s) and email
- Details of alternative emergency contact(s) including relationship to child, address and telephone number(s)
- Details of any medical conditions the church should be aware of, such as any food allergies or dietary requirements and whether the child has any additional needs
- Consent should be explicitly obtained for the following:
 - Consent for emergency medical treatment
 - Consent for taking the child or young person off the church premises for occasional activities (where appropriate)

- Consent for the use of the child's photograph in church publicity material or on the church website
- Consent for electronic communication with parents/carers
- Consent for electronic communication with children over the age of 16 years
- For children who are of secondary school age, consent and parental permission needs to be obtained if they are to walk home by themselves
- Consent regarding who is entitled to collect the child from a group
- Consent under 'General Data Protection Regulation' on holding personal data (see GDPR Regulation 2018).

Parents/carers should be given the following information:

- Name and contact telephone number for the leader of the group/activity attended by the child or young person
- Outline details of the group/activity the child or young person is attending, including the starting time and the time the event ends and a 'manned' contact number for the time that the group/activity is being held (in the event that a parent/carer needs to get hold of the leader, especially if the group/activity is being held outside of normal church office hours)
- That the church has a Safeguarding Children and Young People Policy and that in the event of the parent/carer having any concerns about the welfare of their child in relation to the church, they should contact the Designated Person for Safeguarding
- Name and number of the Designated Persons for Safeguarding.

The details on the consent form should be available to the leader of the group or activity each time the group or activity meets so that the contact information and medical information etc is readily available in the event of an emergency.

The church's written procedures should make it clear who is responsible in each group for obtaining the parental consent forms and how these should be stored.

Procedures for Transporting Children and Young People

When children are transported in cars

- Written permission from the parent/carer should be obtained
- The driver should understand and agree to the church's code of behaviour when transporting children or young people
- The driver should have fully comprehensive insurance which covers voluntary work (or in the case of a paid youth worker or children's worker insurance that covers them for transporting others in the course of their employment – evidence of which should be kept on file)

- Seat belts should always be worn and the correct child seats and child restraints complying with current law should be used for young children
- A volunteer driver not appointed as a children's or young people's worker, transporting children and young people on church activities, should be appointed following the procedures outlined under the church's Safeguarding Children Policy. This includes the need for an Enhanced DBS
- Ideally, the driver should not be alone with the children/young people, there should always be a second adult present who is also DBS checked to accompany them.

The Church will not use people as drivers for children and young people when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.

When a mini-bus or coach is used to transport children or young people:

- Many hiring organisations now ask for the driver to have a MIDAS certificate. Further information can be found in *Safe to Grow page 71*, www.safetogrow.org.uk
- Ensure that the mini-bus or coach is fitted with seatbelts on all of the seats and that seatbelts are always worn
- Ensure that the number of children and adults does not exceed the capacity of the coach or minibus so that all can have an allocated seat with a seatbelt.

Outings and Overnight Events

Outings

For all events/outings when children and young people are taken off the church premises

- A special risk assessment should be carried out, including an assessment of the appropriate ratio of adults to children
- There must be adequate insurance cover. It is also important to establish that there is appropriate public liability insurance in place
- Parents should be informed in writing of the arrangements
- Each adult should be allocated a written list of those children or young people for whom they have responsibility, even if the whole group is to remain together
- If travelling in several small groups, it is good practice to insist that the same group of children travel with the same adult on both the outgoing and return journeys. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

Overnight Events

For overnight events particular care needs to be taken, not least when it comes to making arrangements for sleeping accommodation. It is impossible to lay down hard and fast rules to cover all situations. However, sensible precautions will minimise the risks for both workers and children or young people.

All of the above outings bullet-points should apply. In addition, the following best practice should be followed

- Risk assessments should be undertaken
- Particular note should be taken regarding the proposed venue and its suitability for providing sufficient rooms for children and adults to sleep together with arrangements for toilets and washing etc
- There must be sufficient fire exits from the sleeping accommodation in the event of a fire
- All workers must be conversant with the procedures in the event of a fire
- Ascertain prior to the event the local telephone numbers and other information that would be needed in the event of an emergency (caretaker or other contact for property if not on site, local doctor, the location of the nearest Accident and Emergency Hospital etc).

Parental consent:

- Separate parental consent should be obtained for each event where the child or young person will be cared for overnight
- An overnight contact phone number for the parent/carer should be obtained for the particular night(s) of the event
- Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact, please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls and that you have some way to keep the phone charged
- Ensure that parents /carers have returned a health form stating any special dietary requirements and current medication of their child, and also giving the name and telephone number of the child's doctor
- Consideration should be given to having a meeting with parents/carers prior to the event in order to give information and to answer any questions.

Sleeping arrangements:

- Males and females should sleep separately
- If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers

- Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue
- If adults share sleeping accommodation with children and young people, the children and young people should always be able to dress and undress separately from adults.

DBS registration of workers

- All workers who stay overnight with children and young people **MUST** have an Enhanced DBS check, even if it is for only one night.

Residential Events

The following checklist will help to identify a number of important issues that should be considered for the health and safety and well-being of the children and young people when planning residential events:

- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid 12 hour/2 day Paediatric first aid certificate
- The person responsible for catering should hold a Level 2 Food Hygiene/Safety Certificate
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid
- Check the building and know where water, electricity and gas can be turned off
- Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises
- Know where the fire extinguishers are
- A Location Specific Plan should be displayed alongside the Fire Notice in each room
- Church halls and rooms used for sleeping larger numbers of people **MUST** have TWO means of exit
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event
- It is also a good idea to notify local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also, it is helpful to inform the fire brigade
- Ensure that parents /carers have returned a health form stating any special dietary requirements and current medication of their child, and also giving the name and telephone number of the child's doctor
- Residential activities must have safety rules for both workers and children, for example

- letting adults know where you are
- not entering the kitchen without asking the cook, etc
- Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities and to take 'spares'
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then the leaders should check that this organisation is registered with the Adventure Activities Licensing Authority and have appropriate insurance. Current guidelines suggest that for any camping or hill walking activity for example, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a BB or GB qualification.

Welcoming children into an all-age community

There will be a number of occasions when children and young people will be present on church premises as part of the all-age community of the church where attention will need to be given to the implication for their safeguarding

- before and after church services
- family or all age services
- social events that are open to the whole church family
- rehearsals for productions that might include children, young people and adults.

The greatest difficulty is in defining who is responsible for the children and young people in these situations, and to what extent responsibility falls to the church to be proactive in taking precautionary measures.

Before and after church services

Sunday services are a time for fellowship. During these times children are often mingling with the rest of the congregation or taking themselves off to play with friends. ***It is important that parents/carers ensure the safety and well-being of children during these times.***

Workers in 'Kidzone' take responsibility for children from when they arrive in their room and hand responsibility back to the parents/carers at the end of the service.

For children up to the age of 7 years it is not good practice to allow children to leave their group or class unaccompanied. Once the children have been collected from their group or returned to their parents the responsibility for each child reverts from the group leaders to the parents or adult who is in charge of collecting them.

If children attend church unaccompanied (i.e. without an adult)

- their parents should be informed of the level of care that the church is able to take for their welfare (i.e. when they will be in the formal care of workers)
- A worker from the child's group should be allocated to take responsibility for him/her from the time they arrive at church to the time they leave. A meeting point and time should be agreed with the parent/carer

before the service. After the group finishes the worker will be responsible for the child until the child leaves the church premises in the company of the person nominated by the parent/carer to collect them.

The church should be aware of and take action on (where required) any particular hazards to children before and after church services

- Children congregating in rooms with no adult supervision
- Hazards associated with the serving or preparing of hot drinks
- Young children could wander unsupervised from the church premises onto a road
- Areas of the church building that should be out of bounds for children
- The kitchen should be out of bounds to children
- When open, the baptistery presents a hazard to children
- Any adult in the congregation who poses a risk to children should be closely monitored by specified persons
- For any known offender the conditions of their contract must be fully enforced and adhered to
- Two people should carefully check that the church building is empty and that all children and young people have left the church premises before the building is locked.

Family or all-age services

The particular challenge of family or all age services is that no one may understand themselves to be responsible for the formal care of the children and young people who attend.

It is imperative that any parents/carers who are present at an all-age service, should know that they are not entrusting their children into the care of others, but remain responsible for the welfare of their children at all times.

The church will continue to have a duty of care with regard to the wider welfare issues for the members of the congregation including children and young people as highlighted in the previous section.

Other user groups

Not all of the groups using the church may be organised and run by church members and buildings are often hired by others (Scouts, Guides, nurseries, dance classes etc).

If outside hirers use the building and work with children or young people, they must have a safeguarding children policy and procedures in place. A clause to cover this must be included in the official hiring agreement. As evidence of this the church must request a copy of the hiring groups policy and procedures document.

It is not the church's responsibility to ensure that the policy is being properly implemented. This responsibility lies with the group themselves and their trustees. However, if it came to light that a group using our premises were not following appropriate safeguarding procedures and that children were being placed at risk, consideration should be given to terminating the rental agreement.

Some groups using church premises may need to be registered with CIW (Care Inspectorate Wales). If this is the case their CIW registration certificate should be checked.

Section 5: A Safe Community

The church is committed to the prevention of bullying of children, young people and adults at risk. The church will seek to ensure that the behaviour of any who may pose a risk to children, young people or adults at risk in the community of the church is managed appropriately.

Prevention of Bullying

The Government defines bullying as

“Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.”

Bullying can take many forms including

- name-calling, taunting, teasing, mocking
- kicking, hitting, pushing, intimidating
- unwanted physical contact of a sexual nature or sexually abusive comments
- taking belongings
- inappropriate text-messaging and emailing;
- sending offensive or degrading images by phone or over the internet
- gossiping, spreading hurtful and untruthful rumours
- excluding people from groups
- 'unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.
- Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying
 - racial difference
 - disability
 - sexuality
 - hair colour
 - gender.

Bullies can be:

- children or young people bullying others in their peer group, or other children and young people either older or younger
- adults bullying children, young people, adults at risk or other adults
- children or young people bullying adults
- children or young people bullying adults at risk
- adults at risk bullying children, each other or other adults

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children/adults at risk affected by bullying believe they have nowhere to turn; they are scared to speak out and often blame themselves. They can become fearful and reclusive.

Some signs that can indicate that a child/adult at risk is being bullied are as follows

- Withdrawal
- Lack of desire to join activities with certain individuals
- Drop in school marks
- Torn clothing
- Loss of friends
- Avoidance of church groups or other activities
- Bruises
- Need for extra money or supplies.

In order to prevent bullying the following procedures should be adopted

- the children, young people and adults at risk should be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- children/adults at risk should know how they can report any incidents of bullying to their group leader who will record on an incident form
- all allegations of bullying will be treated seriously
- details will be checked carefully before action is taken
- the bullying behaviour will be investigated by the group leader who together with their workers will endeavour to stop the bullying as quickly as possible

- the parents/carers of the bully and of the bullied will be informed
- an attempt will be made to help bullies change their behaviour
- all allegations and incidents of bullying will be recorded, together with actions that are taken. If deemed serious enough, the details should be passed to the Designated Persons for Safeguarding so that they are kept updated.

Known Offenders in the Church Community

The church is a community that is welcoming and open to all. It is a place for people who have lost their way and for people in need. Those who have abused children and young people in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children, young people and adults at risk must be paramount.

There is a very particular challenge when it comes to those who sexually abuse children/at risk adults. Present research suggests that sexual offending can be a kind of addiction whereby patterns of behaviour are deeply ingrained in the character of the person. However old the offence, ex-offenders continue to pose a very real threat to children, young people and adults at risk which should be borne in mind when welcoming them into the church.

Experience has also shown that those who abuse children can be very persuasive in expressing remorse and in presenting themselves as people who are now living a different way of life. Abusers are often people who are able to get on well with children/adults at risk and who children/adults at risk are ready to trust. The Christian community has too often misunderstood what it means to practice forgiveness and has entrusted such people with the care of children and young people.

The Responsibility of the Church

When it is known that a person wants to attend church who has been convicted of a criminal offence of sexually abusing children or young people it is important that their behaviour within the church is properly managed and that a contract is put in place.

There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information)....

The Contract

In determining the details of the contract

- there should be a discussion about who within the church should be informed of the nature of the offence and the details of the contract
- the rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk
- the Safeguarding Trustee/Deacon and the Designated Persons for Safeguarding **should** always be informed

- The church should find out if the person is subject to supervision or is on the Sex Offenders' Register
- if so, contact should be made with the offender's specialist probation officer (SPO) to ensure that you are aware of any specific information or restrictions that are relevant
- the church should inform and take advice from the Regional Minister responsible for Safeguarding matters in your Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour and which the person is asked to sign.

The contract

- will identify the meetings the person will attend
- will specify that they will always sit apart from children
- may ask that they are always accompanied by a 'befriender' on church premises
- will require the person not to attend small group meetings where children are present
- will require that the person declines hospitality where there are children
- will state that the person will never be alone with children while attending church functions
- will require the person to stay away from areas of the building where children meet.

The contract should be monitored and enforced. Those who offend against children can often be manipulative. If the contract is broken certain sanctions should be considered

- If the initial contract allows the person to attend the morning service where children are present, a new contract might require them only to attend an evening service
- If only a few people know of the person's conviction, more people might be told in order to protect children/adults at risk. In doing this a balance has to be made between protecting the civil liberties of the past offender, the requirements of the Data Protection Act/GDPR and the safeguarding of children and young people. Any disclosure of the person's criminal background would need to be the minimum necessary to achieve the aim of safeguarding the children, young people and adults at risk in our care
- Ultimately, it might be necessary to ban the person from attending the church. If there are concerns that the person might join another church, other local church leaders must not be forewarned by giving details of the person concerned. Other local church leaders should be asked to inform you if any new person joins their church. If the person joins another fellowship it would then be appropriate to indicate our concerns to this specific church leader
- If the person is on the Sexual Offenders Register the Safeguarding Trustee/Deacon should make the offender's Specialist Probation Officer (SPO) aware that they have been banned from the church and the reasons for this.

A template for a model contract is available on the *Safe to Grow* website (www.safetogrow.org.uk) but the church is strongly encouraged to take advice and guidance before implementing any contract.

Section 6: Appendices

Appendix 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.	A person's wellbeing is impaired and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.

<i>Type of Abuse</i>	Additional Definitions
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	<p>Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.</p>
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place.

It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

Concerns should be passed on to the DPS within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DPS, they should be informed as soon as possible afterwards.

A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

- be hand-written as soon as possible after the event
- be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained)
- include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known)
- include the nature of the concerns/allegation/disclosure
- include a description of any bruising or other injuries that you may have noticed
- include an exact record of what the child or adult at risk has said, using their own words where possible
- include what was said by the person to whom the concerns were reported
- include any action taken as a result of the concerns
- be signed and dated
- be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DPS. It should be clear that the duty remains with the worker to record and pass on their concerns to the DPS.

If an issue concerns an adult at risk who does not give permission to pass on the information to anyone else, the worker should explain that they will need to speak with the DPS, who will have greater expertise in dealing with the issue at hand.

If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report and will also themselves have a duty to pass on the concern to the DPS.

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

The duty of the DPS on receiving a report is to **REVIEW** the concern that they have received and **REPORT** the concern on to the appropriate people, where necessary.

The duty to REVIEW

In reviewing the report that is received, the DPS:

- should take into account their level of experience and expertise in assessing risk to children or adults at risk.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- may consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm.
- Make a formal referral to the police or local Social Services team. With adults at risk, confidentiality means that someone's personal business is not discussed with others, except with their permission. This is not always possible when considering passing relevant information about abuse or concerns to the statutory authorities, however, it is possible to keep the information confidential to the relevant parties. This means not telling or hinting to others what has been disclosed, not even for prayer ministry purposes. For adults at risk, concerns will only be referred to the police or Social Services without consent where:
 - the person lacks the mental capacity to make such a choice
 - there is a risk of harm to others
 - in order to prevent a crime
- If an allegation is made against someone who works with children* the allegation should be reported to the Local Authority Designated Officer (LADO) or equivalent. The LADO is located within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:
 - behaved in a way that has harmed, or may have harmed, a child
 - possibly committed a criminal offence against children, or related to a child
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

**If a worker has an allegation made against them, they should step down from all church duties until the incident has been investigated by the statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*

- Whenever a formal referral is made to the police, Social Services or LADO, the DPS should report the referral to:
 - The Safeguarding Trustee
 - The Minister
 - The local Baptist Association Safeguarding Contact

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church Safeguarding Team and the Minister.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including:

Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

The duty to REPORT

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

STAGE 1

A worker or church attendee has a concern about the welfare of a child/young person/adult at risk or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person for Safeguarding within 24 hours.



STAGE 2

The Designated Person for Safeguarding receives the report of concern

The Designated Person for Safeguarding has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person for Safeguarding along with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.



STAGE 3

After the decision has been made as to what action should be taken

The Designated Person for Safeguarding, the Safeguarding Trustee/Deacon and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority and the Charity Commission.

Designated Person for Safeguarding Incident Report Form



This form should be completed by the Designated Person for Safeguarding

Name of church / organisation	
Contact details of church / organisation	
Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	
Name of concerned person or to whom disclosure was given	
Contact details of concerned person or whom disclosure was given	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

What happened? (Nature of concern / disclosure made - use the person’s own words if known)
When did it happen? (date, time)
Where did it happen? (specific location)
Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Yes		No	
-----	--	----	--

Please state...

Have the carers or parents / guardians been informed? (Please tick)
If so, when and by whom?

Yes		No	
-----	--	----	--

Have the statutory authorities been informed?

If so, please complete the table:

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Yes		No	
-----	--	----	--

Has the Local Association been informed?

(Please do so if the statutory authorities are involved) If so, when and by whom?

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	



SAFEGUARDING

Incident and Concern Report Form

This form is to be completed by the person who has concerns, heard allegations or is responding to a safeguarding incident etc...

Name of organisation/church	
Address of organisation	
Name of person reporting the concern	
Name of child/adult at risk about whom there is a concern	
DOB of child/adult (or age if not known)	
Date and time of incident or concern	
Full record of incident/ concern/ allegation/ disclosure This should include: 1. Names and roles of all who were present; 2. The exact words of the child/adult (where possible); 3. What your response was to the person; 4. Description of injury and a drawing of its location and shape on the child/adult's body; 5. Time & date of notes (including any further conversations); 6. Action Taken (if this has already been written up on a separate piece of paper)	

please attach your original notes to this report).	
Signature	
Date	

This record should be reported and given to the Designated Person within 24 hours including the body map if appropriate.

If a child or adult at risk is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services.

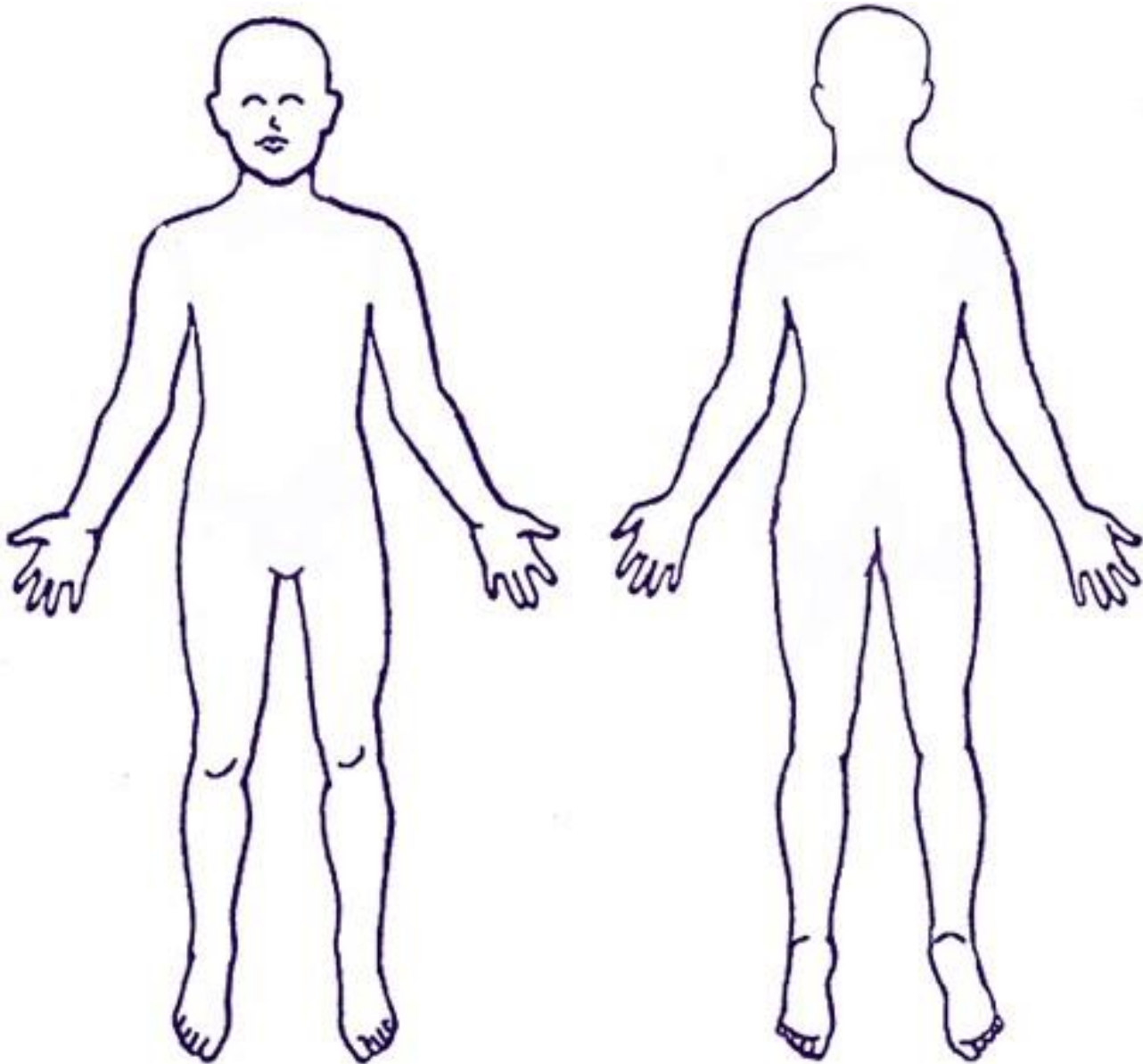
If such a report is made without reference to the Designated Person (because it was not possible to contact the Designated Person immediately), the Designated Person should be informed as soon as possible after the report has been made.

APPENDIX 5 – BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature _____

Date and time _____