Godmanchester Baptist Church

BAPTISTS TOGETHER

# SAFEGUARDING POLICY & PROCEDURES

INTRODUCTION ..... 4
DEFINITIONS OF TERMS ..... 4
SECTION 1 – SAFEGUARDING POLICY STATEMENT ..... 5
1.1 Safeguarding contact points within our church ..... 6
SECTION 2 - SAFEGUARDING PROCEDURES ..... 8
2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE ..... 8
2.1.1 What to do if Abuse is Suspected or Disclosed ..... 8
2.1.2 Responding to Concerns. ..... 9
2.1.3 Responding to Concerns Raised about Adults with care and support needs. ..... 10
2.1.4 Allegations Against Workers ..... 10
2.1.5 Abuse of Trust ..... 11
2.1.6 Allegations Made Against Children and Adults with care and support needs. ..... 11
2.1.7 Pastoral Care ..... 12
2.2 SAFER RECRUITMENT ..... 13
2.3 SAFER BEHAVIOUR ..... 14
SECTION 3 – BEST PRACTICE GUIDELINES ..... 16
3.1 WORKING WITH CHILDREN ..... 16
3.1.1 Ratios ..... 16
3.1.2 Children with Special Needs ..... 16
3.1.3 Visiting Children or Young People at Home ..... 16
3.1.4 Children with No Adult Supervision ..... 16
3.1.5 Mentoring ..... 17
3.1.6 Peer Group Activities for Young People ..... 17
3.1.7 Physical Contact ..... 17
3.1.8 Taking Videos and Photographs of Children ..... 18
3.1.9 Remote Communications ..... 18
3.2 WORKING WITH ADULTS WITH CARE AND SUPPORT NEEDS ..... 20
3.2.1 Premises ..... 20
3.2.2 Language ..... 20
3.2.3 Worship ..... 20
3.2.4 Insurance ..... 21
3.2.5 Financial Integrity ..... 21
3.2.6 Photographs ..... 21
3.2.7 Computers ..... 21
3.2.8 Record Keeping ..... 21
3.2.9 Pastoral Relationships ..... 22
3.2.10 Remote Communications ..... 22

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises ..... 22
3.3.1 Consent Forms ..... 22
3.3.2 Health and Safety ..... 22
3.3.3 Fire ..... 22
3.3.4 First Aid ..... 23
3.3.5 Supervision of Groups ..... 23
3.3.6 Food Hygiene ..... 23
3.3.7 Risk Assessment ..... 23
3.3.8 Insurance ..... 23
3.3.9 Transport ..... 23
3.3.10 Outings and Overnight Events involving Children. ..... 24
3.3.11 Outings and Overnight Events involving Adults with Care and Support Needs. ..... 25
3.3.12 Hiring of Church Premises ..... 26
3.4 SAFER COMMUNITY ..... 26
3.4.1 Bullying ..... 26
3.4.2 Working with Alleged or Known Offenders ..... 27
3.4.3 Alleged or Known Offenders who are Themselves Adults with Care and Support Needs ..... 28
3.4.4 Prevent Training ..... 28
SECTION 4 – USEFUL CONTACTS. ..... 29
APPENDIX 1 – DEFINITIONS OF ABUSE ..... 30
APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS ..... 33
APPENDIX 3 – SAFEGUARDING REPORTING FORM ..... 36
APPENDIX 4 – SAFEGUARDING CONCERN FORM ..... 39
APPENDIX 5 – CONSENT FORM ..... 41

## INTRODUCTION

This guide to safeguarding policy, procedures and best practice is divided into four sections:

1) **Safeguarding Policy Statement**

2) **Safeguarding Procedures** – providing a clear outline of reporting procedures

3) **Best Practice Guidelines** – providing detailed information on key areas of safeguarding.

4) **Useful Contacts**

## DEFINITIONS OF TERMS

For the purpose of this guide, the term 'child' and 'young person' refers to anyone under the age of 18 years.

There is no standard single definition for an Adult with Care and Support Needs, so for our policy we are using the following simple definition taken from the organisation thirtyone:eight (previously CCPAS – Churches' Child Protection Advisory Service):

*'Any adult 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'.*

## SECTION 1 – SAFEGUARDING POLICY STATEMENT

# SAFEGUARDING POLICY STATEMENT FOR GODMANCHESTER BAPTIST CHURCH

### Our vision

The vision statement of Godmanchester Baptist Church is to 'Love God, Love each other and Make disciples' in our community.

In fulfilling this vision, we:

- Welcome 'children' and 'adults with care and support needs' into the life of our community.
- Run activities for 'children' and 'adults with care and support needs'.
- Make our premises available to organisations working with 'children' and 'adults with care and support needs'.

**Our safeguarding responsibilities**

The church recognises its responsibilities in safeguarding all 'children', 'young people' and 'adults with care and support needs', regardless of gender, ethnicity, or ability.

As members of this church, we commit ourselves to the nurturing, protection, and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse.**

  It is the duty of each church member to help prevent the abuse of 'children' and 'adults with care and support needs', and the duty of each church member to respond to concerns about the well-being of 'children' and 'adults with care and support needs'. Any abuse disclosed, discovered, or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support, and supervision of workers**

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

- **Respecting children and adults with care and support needs**

  The church will adopt a code of behaviour for all who are appointed to work with 'children' and 'adults with care and support needs' so that all children and adults are shown the respect that is due to them.

- **Safer working practices**

  The church is committed to providing an environment that is as safe as possible for 'children' and 'adults with care and support needs' and will adopt ways of working with them that promote their safety and well-being.

- **A safer community**

  The church is committed to the prevention of bullying. The church will seek to ensure that the behaviour of any individuals who may pose a risk to 'children', 'young people' and 'adults with care and support needs' in the community of the church is managed appropriately.

## 1.1 SAFEGUARDING CONTACT POINTS WITHIN OUR CHURCH

The church has appointed the following individuals to form part of the church safeguarding team:

**Daniel Beckett, Designated Person for Safeguarding (DPS) for children and young people**
**Nicky Rattigan, Designated Person for Safeguarding (DPS) for adults with care and support needs**
Daniel Beckett will advise the church on any matters related to the safeguarding of children and Nicky Rattigan will advise the church for adults with care and support needs. They will take the appropriate action when abuse is disclosed, discovered, or suspected.

**Contact details.**
Daniel Beckett: 07909 767505 01480 458565
Nicky Rattigan: 07833 623614

If the issue is not urgent and there is a need to e-mail, contact office@godmanchesterbaptist.org with "Safeguarding Confidential" in the title and it will be passed on as soon as possible to the available DPS to contact you back.

**Stephanie Brown, Deputy Designated Person for Safeguarding (DDPS) for children, young people and adults with care and support needs.**
Stephanie Brown will assist the Designated Persons for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of 'children' and 'adults with care and support needs' and take the appropriate action when abuse is disclosed, discovered, or suspected.

**Contact details.**
Stephanie Brown: 01480 456491

**Andrew Shefford, Safeguarding Trustee**
Andrew Shefford will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

**Contact details.**
Andrew Shefford: 07840 280486

Our church minister(s) are also an important part of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

*Further definitions of these roles can be found in the BUGB publications 'Safe to Grow' (2011) & 'Safe to Belong' (2015).*

**Putting our policy into practice**

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and is available on our church website.
- Each worker with 'children', 'young people' and 'adults with care and support needs' will be asked, annually, to read the most up to date, full copy of the Safeguarding Policy and Procedures document. They will be asked to confirm that they have read and will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with, the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

# SECTION 2 - SAFEGUARDING PROCEDURES

## 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

### 2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a 'child' or 'adult with care and support needs'. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. 'Children' and 'adults with care and support needs' may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see Appendix 1.

Everyone has his or her part to play in helping to safeguard 'children' and 'adults with care and support needs' within the life of the church:

- If the behaviour of a 'child' or 'adult with care and support needs' gives any cause for concern
- If an allegation is made in any context about a 'child' or 'adult with care and support needs' being harmed
- If the behaviour of any individual towards 'children' or 'adults with care and support needs' causes concern

| WHAT TO DO | WHAT NOT TO DO |
|---|---|
| • Listen to and acknowledge what is being said.<br>• Try to be reassuring and remain calm.<br>• Explain clearly what you will do and what will happen next.<br>• Try to give them a timescale for when and how you / the DPS will contact them again.<br>• Act – don't ignore the situation.<br>• Be supportive.<br>• Tell them that:<br>They were right to tell you.<br>You are taking what they have said seriously;<br>It was not their fault;<br>That you would like to pass this information on to the appropriate people.<br>• Be open and honest.<br>• Give contact details for them to report any further details or ask any questions that may arise. | • Do not promise confidentiality.<br>• Do not show shock, alarm, disbelief, or disapproval.<br>• Do not minimise what is being said.<br>• Do not ask probing or leading questions or push for more information.<br>• Do not offer false reassurance.<br>• Do not delay in contacting the DPS.<br>• Do not contact the alleged abuser.<br>• Do not investigate the incident any further.<br>• Never leave a 'child' or 'adult with care and support needs' waiting to hear from someone without any idea of when or where that may be.<br>• Do not pass on information to those who do not need to know, not even for prayer ministry. |

### 2.1.2 Responding to Concerns.

When there are concerns that a child, young person, or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 2.

**STAGE 1 – The Worker**

*A worker/church attendee has a concern about the welfare of a child, adult with care and support needs, or the behaviour of an individual.*

*The person who has the concern has a duty to:*

**RECOGNISE, RESPOND AND RECORD**

A hand-written record must be made of the concern using a Safeguarding Concern Form (Appendix 4) and the concern must be passed on to the church DPS within 24 hours.

The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the 'child' or 'adult with care and support needs'; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the 'child' or 'adult with care and support needs' has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

**STAGE 2 – The Designated Person for Safeguarding (DPS)**

*The DPS receives the report of concern and then has a duty to:*

**REVIEW AND REPORT**

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report using the Safeguarding Reporting Form. (Appendix 3)

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

**STAGE 3 – The Next Steps**

*After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister(s)may have a duty to:*

**SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults with care and support needs; other family members; church workers; the DPS; Minister(s); members of the leadership team).

Where formal referrals are made, reports may need to be made to the Disclosure and Barring Service (DBS) and the Charity Commission.

If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

**If you think that anyone is in imminent danger of harm, a report should be made immediately to the police by calling 999**.

### 2.1.3 Responding to Concerns Raised about Adults with care and support needs.

When a concern is raised about an adult it should be treated in the same way as a concern about a child ie the church worker (paid or voluntary) should:

1) **Recognise** that abuse may be taking place.
2) **Respond** to the concern.
3) **Record** all the information they have received.
4) **Report** the concern to the DPS who may, in turn, report it to the statutory authorities.

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

> *"If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. It is good practice to inform the adult that this action is being taken unless doing so would increase the risk of harm".*

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see Appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

### 2.1.4 Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

Church workers should encourage an atmosphere of mutual accountability, holding each other to the highest standards of safeguarding practice. The following procedure should be followed:

1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
5) Once the statutory authorities are involved, the church will follow their advice about the next steps to take (for example, suspension of worker, putting a contract in place)
6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect 'children' and 'adults with care and support needs' from possible further abuse or from being influenced in any way by the alleged perpetrator.

It may be necessary, for the sake of the 'child'/ 'adult with care and support needs' or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

**When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact (see p29) in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

**When concerns are expressed about the church DPS / Safeguarding Trustee**

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

### 2.1.5 Abuse of Trust

Relationships between 'children' and 'adults with care and support needs' and their church workers can be described as 'relationships of trust'. The worker is someone in whom the 'child' or 'adult with care and support needs' has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a 'child' or 'adult with care and support needs' with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

### 2.1.6 Allegations Made Against Children and Adults with care and support needs.

Children and young people are by nature curious about their sexuality and attractions to others. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults with care and support needs will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults with care and support needs may be allowed to be assisted by an intermediary or give evidence through a live link.

When an allegation is made against a 'child' or 'adult with care and support needs' the following procedure should be followed:

1) Do not approach the person about whom the allegation has been made or their parents / carers.
2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the 'child' or 'adult with care and support needs' on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
4) Make sure there is pastoral support in place for the 'child' or 'adult with care and support needs' throughout the process involved.

### 2.1.7 Pastoral Care

**Following an allegation / suspicion**

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim/s and their family, and another gives pastoral care to the alleged perpetrator, without compromising the alleged victims or their families. It may be necessary to appoint other people to support the families involved.

Where a statutory investigation is under way, this support will be provided with the knowledge of the statutory authority involved.

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

**Supporting those who have experienced abuse.**

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain ***Supporting Those who have Experienced Abuse*** guide to ensure that we adhere to a model of best practice.

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it.

## 2.2 SAFER RECRUITMENT

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

1) We will develop a clear volunteer agreement, job description and application form.
2) When advertising a role which involves working with 'children' or 'adults with care and support needs', we will make it clear that any appointment is subject to a DBS check for those who fulfil the eligibility criteria.
3) All applicants will be asked to complete an application form and include the names of two referees.
4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
5) Interviews will be carried out by at least two people from the safeguarding team.
6) References, a Self-Disclosure section of the Application Form and an enhanced DBS check, if eligible, must be completed satisfactorily before the appointed person starts in their role.

Note: Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with 'children' or 'adults with care and support needs' to knowingly apply, accept, or offer to work with 'children' or 'adults with care and support needs'. It is also a criminal offence to knowingly offer work with 'children' or 'adults with care and support needs' to an individual who is so disqualified or to knowingly allow such an individual to continue to work with 'children' or 'adults with care and support needs'.

**Additional checks for paid workers**

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/ or right to work in the UK will be checked when recruiting for a paid role.

**References**

Formal written references will be requested, ideally in the form of at least one professional and one personal reference.

**Appointment and Supervision**

The church's safeguarding policy and procedures will be discussed with the applicant, and they will be required to sign that they have read the latest document and agree to adhere to the policy. All workers will have a Volunteer Agreement and a job description and clear lines of accountability to a leader and the leadership team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

**Training**

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every three years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's ***Gateway to Level 2 Excellence in Safeguarding*** booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

**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. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.

## 2.3 SAFER BEHAVIOUR

The church has a code of behaviour for all those working with 'children' and/or 'adults with care and support needs' so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the 'child' or 'adult with care and support needs'.
- Listen well to everyone. Be careful not to assume you know what a 'child' or 'adult with care and support needs' is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a 'child' or 'adult with care and support needs' and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a 'child' or 'adult with care and support needs', even in 'fun'.
- Do not scapegoat, belittle, ridicule, or reject a 'child' or 'adult with care and support needs'.
- Keep a record of any significant incidents or concerns on a Safeguarding Concern Form (see Appendix 4). Enter the names of all those present and anything of note which you observe, e.g., details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it, or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g., toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.

- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should normally be left working alone with 'children', 'young people' or 'adults with care and support needs', but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a risk assessment and record your decision and actions as soon as possible.

If workers do find themselves on their own with 'children' or 'adults with care and support needs', they should:

- Assess the risk of sending the 'child' or 'adult with care and support needs' home.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a 'child' or 'adult with care and support needs' wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.11 for recommended ratios. The only adults allowed to participate in 'children's' and 'adults with care and support needs' activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## SECTION 3 – BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

### 3.1 WORKING WITH CHILDREN

#### 3.1.1 Ratios

When working with children the following recommended minimum ratios of workers: children apply and there should always be a minimum of 2 workers present at an activity preferably one of each gender:

| Age range | Recommended minimum ratio for INDOOR activities | Recommended minimum ratio for OUTDOOR activities |
|---|---|---|
| 0 – 2 years | 1:3 | 1:3 |
| 3 years | 1:4 | 1:4 |
| 4 – 7 years | 1:8 | 1:6 |
| 8 – 12 years | 2 adults for up to 8 children with an extra adult for every 10 additional children | 2 adults for up to 15 children with an extra adult for every 8 additional children |
| 13 - 18 years | 2 adults for up to 20 children with an extra adult for every 10 additional children | 2 adults for up to 20 children with an extra adult for every 10 additional children |

This does not take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

#### 3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc, and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and agree whether their need is something that the church can assist them with.

#### 3.1.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed there should always be another adult in the house and the visitor should inform a relevant person of the visit.

#### 3.1.4 Children with No Adult Supervision

When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:

- Welcome the child and try to establish their name, age, address, and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form (Appendix 5) and explain it needs to be filled in and brought back next time.

### 3.1.5 Mentoring

If a worker is working with a young person as part of the recognised church mentoring programme:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places and should be in view of other people.
- A mentoring meeting should have an agreed start and end time, and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place regarding times and demand, i.e., not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

### 3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

### 3.1.7 Physical Contact

- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Touch should be related to the child's needs, not the worker's needs.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- First aiders should encourage the child to do what they can manage themselves but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They should help each other by constructively challenging anything which could be misunderstood or misconstrued.

### 3.1.8 Taking Videos and Photographs of Children

Since the introduction of the Data Protection Act in 1998, churches must be careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form (Appendix 5), of all children/young people who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent taking photographs at school sports days or videoing a church nativity play.
- Children and young people should not be identified by surname or other personal details, including email, postal address, or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.
- Photos and videos of young people and children taken on personal digital devices should be deleted as soon as possible and not saved on a digital device.

### 3.1.9 Remote Communications

A worker's role description will include an acknowledgement and approval of those technologies which use remote access as a legitimate means of communicating with children and young people. It should include the expectations of the church in relation to their use.

Parental consent should be sought separately on the general consent form (Appendix 5) for the child or young person to receive remote communications such as email, phone, social media, and video conferencing.

Children and young people need to be aware of the protocols that workers follow in relation to remote communications. It is important to remember that as well as the parent, children and young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise.

Remote communication should be age appropriate and workers should be aware of minimum age requirements for social media platforms. (BUGB Guide to Using Social Media https://www.baptist.org.uk/Articles/569868/Coronavirus_Using_social.aspx)
Remote communication methods with children aged 11 years and younger are best done with a parent present.

Avoid one to one communication through any format with a child or young person. It is the equivalent of meeting a child or young person in a room on your own. Best practice is to include two approved workers on any remote contact with an individual. If recording this type of contact parental consent is required and the church needs to be able to securely store the recording (password protected).

Use clear and unambiguous language in all communications and avoid abbreviations/words which could be misinterpreted, for example, LOL.

Any conversations/texts/messages that raise concerns should be passed on to the DPS for Children and young people.

Parents, children and young people should be made aware of the Child Exploitation Online Protection Centre ( CEOP) which helps and supports those who may be experiencing on line abuse.
https://www.ceop.police.uk/safety-centre/

**Telephones**
This applies to both landlines and mobile phones.

- Paid workers will be issued with a mobile phone under a contract that provides itemised billing. This allows for the phone to be switched off outside working hours, and for usage to be accountable.
- The work phone number should be the first point of contact for parents, children and young people and should be the number included in church communications and on the website to ensure all workers' personal numbers remain private.
- Telephone calls and texting should primarily be used for the purposes of information sharing.
- Workers should keep a log of *significant* conversations/texts.

**Email**

- Try to always use a church email account to communicate with children and young people.
- This should be limited to sharing generic information, for example, to remind children and young people about meetings.
- If other email addresses need to be used, workers will ensure that they are accountable by copying each message to an agreed email address.

**Social Networking**
Social media sites enable users to create and share content and keep in touch with other users. They include maintaining a profile on a networking site, writing, or commenting on a blog and taking part in discussions on web forums or message boards. For many using social media is an extension of physical face to face relationships and as such the same safeguarding procedures apply, for example, ratio of leaders to groups of children.

- The church should have a site/profile that is used solely for children's / youth work communications and is totally separate from workers' own personal sites/profiles. This is to ensure that all communication with children and young people is kept within public domains.
- There should be training for those workers who are not familiar with the different platforms if they are required to use them.
- Workers should not communicate privately with children or young people through social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should draw clear boundaries around their social media usage associated with their private life and their use of different social media for public ministry.
- Workers should consider the content on their private social media profiles and whether it is suitable for it to be seen by young people.
- Use passwords and log off promptly after use to ensure that no-one else can use that social media account without security details.
- When using social media consider using a platform that allows for secure, group communication and where people can only join with the consent of the administrator.

- Choose a social media platform where there is a record of what has been posted to any groups or where there is evidence of messaging threads.
- Consider agreeing with children and young people a list of ground rules for communications via social media and model healthy social media use yourself.
- Regularly review the information shared within the group to ensure it is beneficial, uplifting and sits within the purpose of the group.
- Do not breach age guidelines of social media accounts even if children/young people say they have an account.
- Be careful with content of links that you share with children and young people.
- For more information on cyber safety, please refer to the Baptist Union of Great Britain ***Cyber Safety Guide***, which can be found on their website.

**Video Conferencing**

- Ensure there are always at least 2 youth workers in the group and that they are online first.
- Online broadcasting should not be recorded or stored.
- Ensure the call organiser can mute/block participants in the event they are displaying/showing anything unsuitable or illegal.
- All meetings need to be password protected.
- Use a church agreed platform which keeps a record of meetings held for accountability.

## 3.2 WORKING WITH ADULTS WITH CARE AND SUPPORT NEEDS

### 3.2.1 Premises

The church building will be made as accessible as possible to all people. Any restrictions to access, visibility, audibility, toilet facilities, lighting or heating will be addressed wherever possible, and where necessary, aids and adaptations put in place.

### 3.2.2 Language

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people (such as derogatory words focusing on aspects of someone's disability, race or sexuality rather than the person themselves).

### 3.2.3 Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading.
- Describing what is being presented on a screen for those who cannot see it clearly.
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding.
- Using a microphone during times of open prayer so that all can hear.
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

### 3.2.4 Insurance

We will take reasonable steps to safeguard adults with care and support needs and will follow any specific safeguarding requirements as laid out by our insurance company.

### 3.2.5 Financial Integrity

Arrangements are in place for dealing with money, financial transactions, and gifts, as outlined below:

- Those who work with adults with care and support needs may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.
- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be vulnerable, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adults with care and support needs.

### 3.2.6 Photographs

Workers should make sure that they have the person's permission to take a picture, and that the subject is happy with the intended use of the pictures. When taking group pictures, workers should remember to get permission from everyone who will be photographed.

### 3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. If necessary, we will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

### 3.2.8 Record Keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

### 3.2.9 Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

### 3.2.10 Remote Communications

Much of the guidance applies to adults with care and support needs as it does to children and young people. Please refer to paragraph 3.1.9

## 3.3 HEALTH AND SAFETY - SAFE PRACTICE AND SAFE PREMISES

### 3.3.1 Consent Forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms (Appendix 5)**.** The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults with care and support needs.

### 3.3.2 Health and Safety

All activities for 'children', 'young people' and 'adults with care and support needs' will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of GBC Centre*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene. At all events involving food preparation, it is a requirement that those using the kitchen comply with all guidance contained in our kitchen checklists which have been compiled by someone holding a Basic Food Hygiene Certificate and passed by the Environmental Health team.

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

### 3.3.3 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 be familiar with the emergency procedures in the event of a fire.

### 3.3.4 First Aid

Our church has a number of trained First Aiders and there are lists showing who they are displayed in various places around the building. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and usually at activities.

There are three first aid kits on the premises all of which contain accident forms which must be completed in the event of any accidents, injuries, or incidents. One of the first aid kits can be booked out and used for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

### 3.3.5 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. You also need to make sure that you keep a register so that you know who is on the premises.

### 3.3.6 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. At all events involving food preparation, it is a requirement at GBC that those using the kitchen comply with all guidance contained in our kitchen checklists which have been compiled by someone holding a Basic Food Hygiene Certificate and passed by the Environmental Health team.

### 3.3.7 Risk Assessment

Before undertaking any activity with 'children' or 'adults with care and support needs', the leaders must ensure they see the risk assessment document which is updated annually, follow it and advise if anything needs to be changed. It is advisable to appoint someone specifically for this task.

### 3.3.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

### 3.3.9 Transport

These guidelines apply to all drivers involved in the transportation of 'children', 'young people' and 'adults with care and support needs' on behalf of the church. They do not apply to private arrangements, for example, transport arrangements made between friends.

- Only those who have gone through the church safer recruitment procedures for workers will transport 'children' and 'adults with care and support needs' (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

### 3.3.10 Outings and Overnight Events involving Children.

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms (Appendix 5) will be obtained for the specific activities involved.
- There will be workers with first aid certificates with the group and workers preparing and serving food will comply with the GBC guidelines for food hygiene.

**Sleeping Arrangements**

Sleeping arrangements for overnight events will be carefully considered. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

**Adventurous Activities**

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the activity leader needs to ensure that the premises are licensed.

**Fire Safety**

The event leader will have a fire safety procedure in place, which will include the following:

- Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits.
- When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
- In the case of an emergency, ensure measures are in place to alert children and young people with disabilities (e.g. a child who is hard of hearing).

**Safety**

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.
General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

**Swimming Trips**
There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children. Children's privacy should be respected.

### 3.3.11 Outings and Overnight Events involving Adults with Care and Support Needs.

As with outings and events for children, there are additional considerations for a group taking adults with care and support needs on outings or overnight events:

- A risk assessment must be carried out beforehand.
- Planning for the trip should take into account specific medical, physical and support needs of each group member, bearing in mind that there may be people in the group who have individual care needs that will have to be met (including personal care)
- Adults with care and support needs should be included in the planning of trips and events.
- Consideration should be given to the suitability and accessibility of the venue and accommodation, travel time and mode of transport, and the affordability of the event.
- Adults with care and support needs should be given all the information about the trip beforehand so that they know where they are going, how long it will take to get there and what type of activities they will be taking part in.
- There should be a minimum of two leaders with each group; the individual needs of those attending may determine the additional number of people required.

**Sleeping Arrangements**
Consideration should be given to the individual needs of those staying overnight. If there is a need for personal care or additional support during the night, it would be better that the person's usual caregiver also attends the event and therefore shares a room with them.

**Personal Care**
It is not appropriate for church workers to perform personal care for adults with care and support needs unless this is their usual task (i.e., if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

**Activities**
Leaders should consider the mobility needs of the group when deciding on activities or events. For example, if members of the group have difficulty walking, then including a walking tour around a town may be inaccessible to some who are attending. If you have members of the group who use wheelchairs, then consideration needs to be given as to whether you have sufficient workers to support those who may need pushing.

**Safety**
It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.
General safety rules will be applied as appropriate and advice sought from the event organiser / venue about the fire evacuation procedures. A copy of the event / venue risk assessment should be included with the group leader's risk assessment.

**Consent and Medical Information**

It is important to recognise that adults with care and support needs are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult with care and support needs should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS about who should be involved.

A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

**Holding and Dispensing of Medication**

Church workers should never agree to hold or dispense medication for those on an event. If someone is unable to manage their own medication, then consideration should be given as to whether their usual carer could attend with them or whether they will not be able to attend the event.

### 3.3.12 Hiring of Church Premises

The responsible adult for an activity held at Godmanchester Baptist Church must sign, annually, to say that they agree to comply with all requirements as laid out in the Guidelines for Users of GBC Centre booklet, which is reviewed and updated if necessary, each summer.

## 3.4 SAFER COMMUNITY

### 3.4.1 Bullying

Bullying is another form of abuse, and it can be verbal or physical. Bullying does not just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability, or status.

It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone, or social media to publicly challenge or undermine someone.
- Name calling and personal insults.
- Making false accusations
- Sending abusive messages or degrading images via phone, email, or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches can recognise when bullying is occurring and are prepared to take action to resolve the situation.

Some signs that can indicate a person is being bullied are as follows:

- Withdrawal from group or church activities; appearing anxious, tearful, or more reticent than usual, particularly in a certain context; development of mental health difficulties, such as depression or anxiety disorders; drop in performance relating to any church roles; physical injuries.

To help prevent bullying, the following procedures will be adopted within the church:

- We will make it clear that bullying is unacceptable and that we expect everyone to value and respect each other.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations about work deadlines and activities, or taking legitimate disciplinary action.

### 3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused 'children' or 'adults with care and support needs', or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is responsibly 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 allegations of abuse but has not been convicted.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect 'children', 'young people' and 'adults with care and support needs'.
- The members of the church Safeguarding Team will always be informed.

- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

An open discussion will be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

### 3.4.3 Alleged or Known Offenders who are Themselves Adults with Care and Support Needs.

A formal contract may be quite a daunting process for someone with learning difficulties or a young person yet having safeguards in place is still necessary. Therefore, an alternative may be to arrange a meeting with the individual in question where they can be taken through the main elements of a formal contract in a way that is non-threatening and easy to understand. Notes would be taken, and the individual would need to verbally agree to the requirements laid out in the meeting.

Rather than signing a formal 'contract', the individual would instead sign to say that they agree with the minutes or meeting notes, and that they will stick to what has been agreed during the meeting. This will result in the same outcome as a contract but is a more informal and appropriate approach for an adult with care and support needs. The agreed requirements will need to be reviewed regularly to make sure that the individual is complying, exactly as a formal contract would be.

### 3.4.4 Prevent Training

Prevent is one part of the government's overall counter-terrorism strategy, CONTEST. The aim of Prevent is to:

- tackle the causes of radicalisation and respond to the ideological challenge of terrorism
- safeguard and support those most at risk of radicalisation through early intervention
- enable those who have already engaged in terrorism to disengage and rehabilitate

Please use this link to access the training.

https://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course

## SECTION 4 – USEFUL CONTACTS.

**LADO**

*If you have concerns about an adult who works or volunteers with children, please contact the Local Authority Designated Officer (LADO) for further advice or support.*

**Monday to Friday office opening hours:** 01223 727967
**Out of hours Emergency Social Care Duty Team:** 01733 234724

**Police**

Contact 101, or 999 in an emergency.

**Adult Social Services**

**Telephone 8am-6pm weekdays, 9am-1pm Saturday:** 03450 455202
**Email:** referral.centre-adults@cambridgeshire.gov.uk (only to be used by Safeguarding team)
**Text:** 07765 898732 (for those hearing impaired)

**Children's Social Services**

**Telephone 8-6pm Monday-Friday:** 03450 455203
**Out of hours:** 01733 234724
**Email:** referralcentre.children@cambridgeshire.gov.uk (only to be used by Safeguarding team)

**Local Baptist Association Safeguarding Contact**

Safeguarding Lead (Eastern Baptist Association)

**Diane Forsyth:**
e-mail: safeguarding@easternbaptist.org.uk
Mobile: 07735 860804

**NSPCC: 0808 800 5000**

**Childline: 0800 1111**

## APPENDIX 1 – DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a 'child' or 'adults with care and support needs'. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. 'Children' and 'adults with care and support needs' 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 | **Adults with care and support needs** |
|---|---|---|
| *Physical* | 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 with care and support needs. |
| *Emotional* | 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. |
| *Sexual* | 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.<br><br>No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust. |
| *Neglect* | 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. |

| *Type of Abuse* | Additional Definitions |
|---|---|
| *Financial* | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. |
| *Spiritual* | 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. |
| *Discrimination* | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability. |
| *Institutional* | 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. |
| *Domestic Abuse* | 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.<br>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. |
| *Cyber Abuse* | 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. |
| *Self-harm* | 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. |
| *Mate crime* | '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. |
| *Modern Slavery* | 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. |
| *Human Trafficking* | 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. |
| *Radicalisation* | 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. |
| *Honour / Forced Marriage* | 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. |

| | |
|---|---|
| *Female Genital Mutilation* | 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. |
| *Historic Abuse* | 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 with care and support needs' 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 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 with care and support needs' 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 safeguarding concern form should be made as soon as possible after a 'child' or 'adult with care and support needs' 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 with care and support need'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 with care and support needs' 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 because 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 work with 'children' or 'adults with care and support needs', 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 with care and support needs 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 with care and support needs.
- 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 with care and support needs' is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the 'child' or 'adult with care and support needs' 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. Confidentiality for adults with care and support needs 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 with care and support needs, 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 with care and support needs*, 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(s)
  - 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(s).

**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 with care and support needs; Other family members; Church workers; Church Safeguarding Team; Minister(s); Leadership Team.

**The duty to REPORT**

If a church worker has been accused of causing harm to 'children', 'young people' or 'adults with care and support needs' 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 with care and support needs', there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).

## APPENDIX 3 – SAFEGUARDING REPORTING FORM

**THIS FORM IS TO BE COMPLETED ONLY 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

Have the carers or parents / guardians been informed? (Please tick)

| Yes | | No | |
|---|---|---|---|

If so, when and by whom?

Have the statutory authorities been informed?

| Yes | | No | |
|---|---|---|---|

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 | | | | |

Has the Local Association been informed?

| Yes | | No | |
|---|---|---|---|

*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

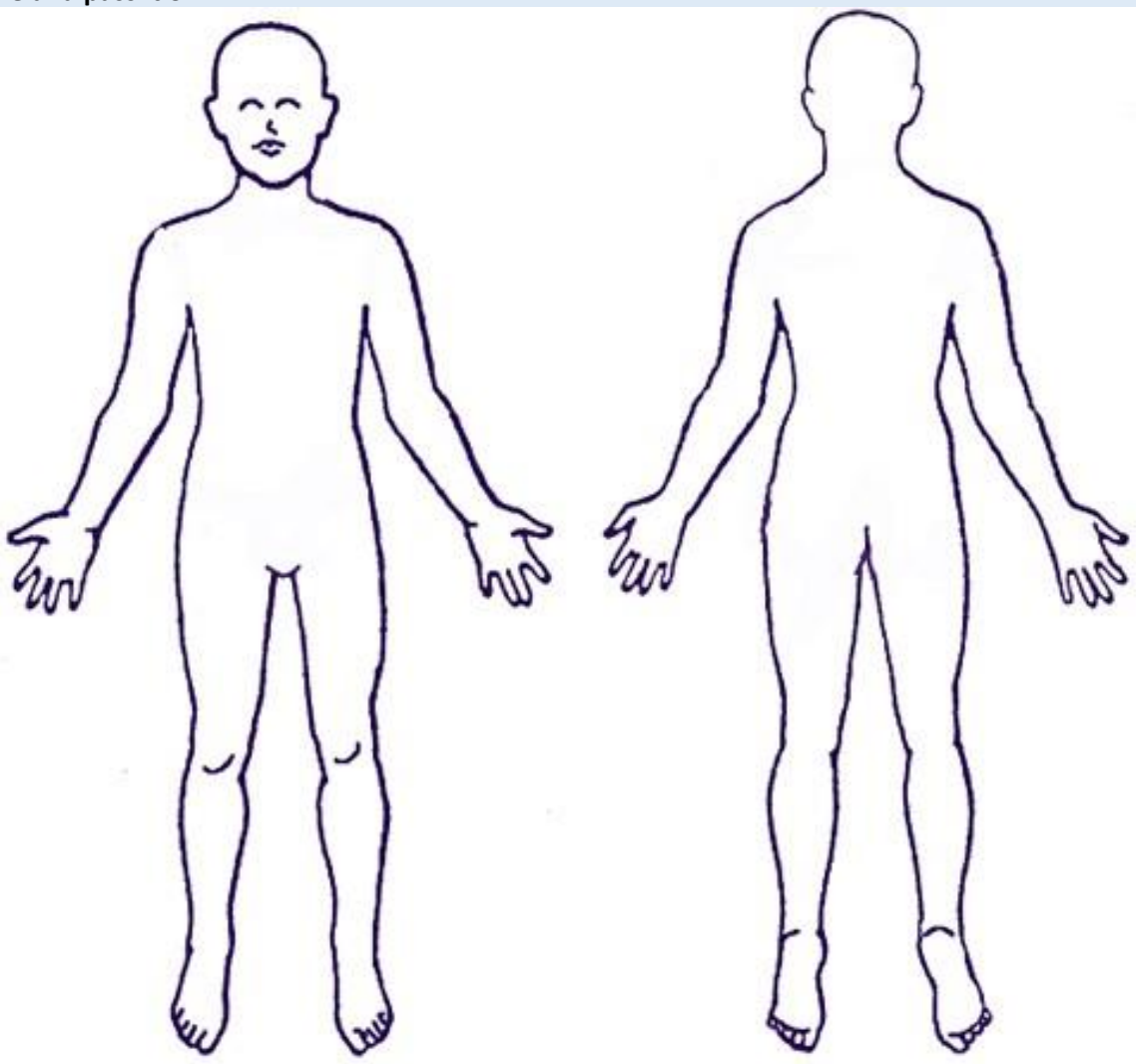
| | | | |
|---|---|---|---|
| Signature of Designated Safeguarding Person | | Signature of minister, or Church Safeguarding Team member | |
| Date & time | | Date & time | |

**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.**



Front Back

Signature _____

Date and time _____

## APPENDIX 4 – SAFEGUARDING CONCERN FORM

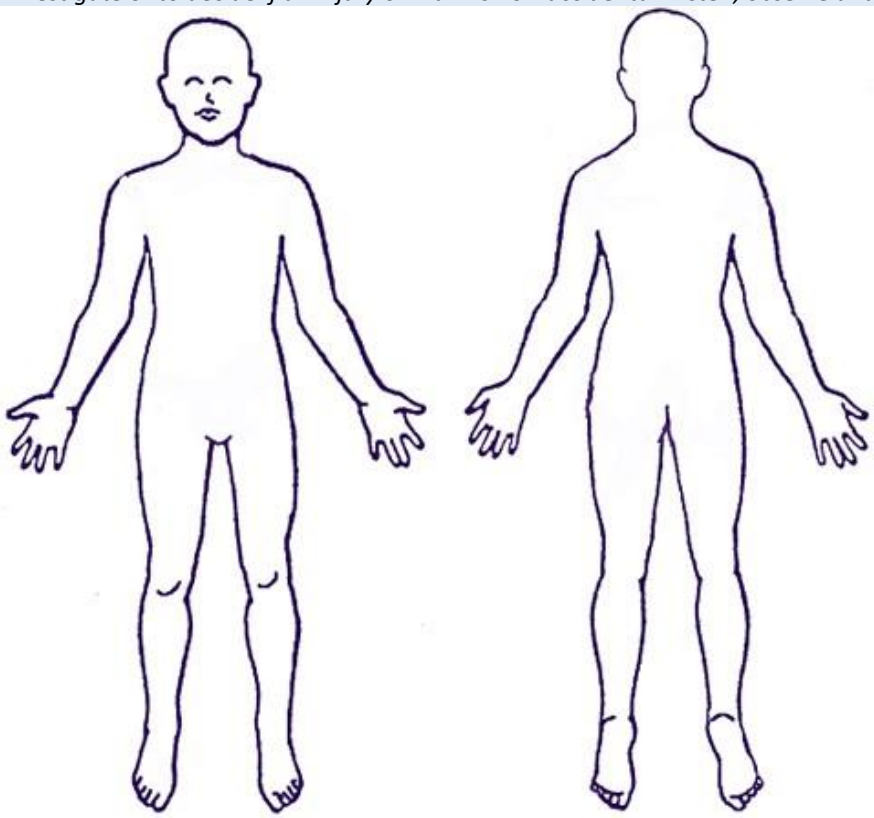
| | |
|---|---|
| **Individual's name** | |
| **Activity/Event at GBC, or other location that incident occurred** | |
| **Date and time** | |
| **Leaders/Individuals present** | |
| **If at GBC, any other activities or people in the building or at the event?** | |
| **DETAILS OF INCIDENT** **(ie what happened; when did it happen; who was involved; who witnessed it?)**<br>**Use Body Map, overleaf, if appropriate** | |
| Action taken by you? | |
| Sign and print name: | |
| Date: | |

PTO for completion by Designated Person for Safeguarding

| **RESPONSE TO INCIDENT** **(action taken by Designated Person for Safeguarding)** |
|---|
| |
| Sign and print name: |
| Date: |

**BODY MAP**

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.*



## APPENDIX 5 – CONSENT FORM

**Academic Year 2021/2022**
**Child Consent Form (year 0-6)**

Godmanchester Baptist Church

| CONTACT DETAILS & INFORMATION | | | |
|---|---|---|---|
| Name of child | | Date of Birth | |
| School | | School year | |
| Home address | | Phone number | |
| | | Emergency contact number | |
| Parent's name | | | |
| Parent's e-mail | | | |

| MEDICAL INFORMATION | |
|---|---|
| Please provide details of any medical condition or disability, allergies, dietary needs or special needs, and any medicines required: | |

| CONSENT | |
|---|---|
| Do you consent to un-named photos being taken of your child for local display or publicity, including the church website? | |
| In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic. | |
| I give permission for my child to take part in organised trips to activities off-site and to travel with a driver deemed responsible according to safeguarding guidelines. | |
| Parent's signature:<br>Date: | |

**Privacy Notice:** The information you have provided will be kept securely and will not be disclosed to a third party without your agreement unless required by law or other regulatory authority or in a medical emergency.

Thank you for providing your consent. Do you wish to be kept informed by invitation, letter or email of any relevant child-centred events we hold throughout the year? Yes ☐ No ☐

Please let us know if at any time you no longer wish to receive these alerts.

**Academic Year 2021/2022**
**Youth Consent Form (year 7-13)**

Godmanchester Baptist Church

| **CONTACT DETAILS & INFORMATION** | | | |
|---|---|---|---|
| Name of young person | | Date of Birth | |
| School | | School year | |
| Home address | | Phone number | |
| | | Emergency contact number | |
| Parent's name | | | |
| Parent's e-mail | | | |

| **MEDICAL INFORMATION** | |
|---|---|
| Please provide details of any medical condition or disability, allergies, dietary needs or special needs, and any medicines required: | |

| **CONSENT** | |
|---|---|
| Do you consent to un-named photos being taken of your child for local display or publicity, including the church website? | |
| In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic. | |
| I give permission for my child to take part in organised trips to activities off-site and to travel with a driver deemed responsible according to safeguarding guidelines. | |
| I give permission for recognised youth leaders to use electronic means of communication with my child (eg mobile phone, e-mail, facebook etc) | |
| Parent's signature:<br>Date: | |

**Privacy Notice:** The information you have provided will be kept securely and will not be disclosed to a third party without your agreement unless required by law or other regulatory authority or in a medical emergency.

Thank you for providing your consent. Do you wish to be kept informed by invitation, letter or email of any relevant youth-centred events we hold throughout the year? Yes ☐ No ☐

**For more information:**

Please see www.baptist.org.uk for more information about safeguarding in Baptist churches, including a range of specialist guides and a library of free downloadable resources.

**In an emergency:**

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.