

Safeguarding Policy

Policy and Procedures concerning safeguarding children and adults at risk in church and church based activities

This policy covers all people working as a representative of the church (paid or voluntary) and all activities run under the CBC banner. It does not speak into the activities and conversations had between people who are meeting as friends or people serving God on their own account. Having said that, the procedures in this policy are good common sense, are written under expert advice and aim to work for the best for the community and individuals—if you meet these scenarios in your personal life, we recommend you consider how the policy can guide your own decisions and actions.

Referenced documents

These policies and procedures came from Safe to Grow and Safe to Belong (Baptist Union of Great Britain) and have been added to or altered, within agreed upon and safe parameters, to ensure they fit with the specific ministries within Clevedon Baptist Church.

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Further documents referenced in this policy can be found in the Safeguarding Additional Documents Bundle, which is available on request from the Church Office, or found in the partners area of the church website.

POLICY STATEMENT

on

Safeguarding Children in the Church

This statement is to be agreed by the membership each year at an appropriate Church Members' Meeting. At this meeting, any progress in putting it into practice will be reviewed.

1. As members of this church, we commit ourselves to the nurturing, protection and safekeeping of all, especially children and young people.
2. It is the responsibility of each one of us to prevent all forms of abuse of children and to report any abuse discovered or suspected.
3. We recognise that our work with children and young people is the responsibility of the whole church.
4. We undertake to exercise proper care in the selection and appointment of those working with children and young people, whether paid or volunteer.
5. The church is committed to supporting, resourcing and training those who work with children and to providing supervision.
6. The church is committed to following current legislation and government guidance and adopts the guidelines and procedures published by the Baptist Union of Great Britain in its publication Safe to Grow (revised edition).
7. Each person who works with children must know the recommendations, and undertake to observe them. Each shall be required to read, and have access to, a copy of the church's agreed policies and procedures.

The Designated Person for Safeguarding (as part of the Safeguarding Team) is responsible for representing the concerns and views of children at our meetings and to outside bodies. They also are the people to contact for any concerns or questions regarding protecting children. Their role will be regularly explained to children, and their name and phone number publicly displayed.

Designated Person for Safeguarding Children:

Name: Clare Elliott

Contact details: 01275 790317

Please note: If a child is in imminent danger of harm, you should contact the police or emergency services without delay on 999.

POLICY STATEMENT on Safeguarding Adults at Risk in the Church

This statement is to be agreed by the membership each year at an appropriate Church Members' Meeting. At this meeting, any progress in putting it into practice will be reviewed.

1. As members of this church we commit ourselves to the safeguarding of adults at risk and ensuring their well-being in the life of this church.
2. It is the responsibility of each of us to do our best to prevent the abuse and discrimination of adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated to providing pastoral care and support to those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work.
6. The church adopts the guidelines of the Baptist Union of Great Britain, outlined in Safe to Belong.
7. Each person who works with adults at risk must know the recommendations, and undertake to observe them. Each shall be required to read, and have access to, a copy of the church's agreed policies and procedures.

The Designated Person for Safeguarding (as part of the Safeguarding Team) is responsible for representing the concerns and views of adults at risk at our meetings and to outside bodies. They also are the people to contact for any concerns or questions regarding protecting adults. Their details are:

Designated Person for Safeguarding Adults at Risk:

Name: Marjorie Tomlinson

Contact details: 01275 877464

Please note: If an adult is in imminent danger of harm, you should contact the police or emergency services without delay on 999.

Contact details

General

Safeguarding Administrator
Church Office 01275 876878

Senior Minister
Rev Antony Wareham 01275 873165

Safeguarding Trustee and DBS Verifier
Ruth Berry 01275 871862

In the event of a Disclosure / Suspicion

Safeguarding Team:

Senior Minister
Rev Antony Wareham 01275 873165

Designated Person for Safeguarding Adults at Risk
Marjorie Tomlinson 01275 877464

Designated Person for Safeguarding Children and Young People
Clare Elliott 01275 790317

In the event of a concern or disclosure you are able to ring any member of this Safeguarding Team.

Social Services for children

In normal office hours ring: 01275 888808
Out of office hours ring: 01454 615165

Social Services for adults

In normal office hours ring: 01275 888801
Out of office hours ring: 01454 615165

In an emergency, ring the police on 999

For advice on matters of safeguarding (for the Safeguarding Team)

West of England Baptist Association (WEBA) Safeguarding Contact

Rev Gary Woodall

07890 202167

Churches' Child Protection Advisory Service (for advice on issues of safeguarding both children and adults at risk)

08451204550

Definitions and Responsibilities

Safeguarding

We all have the same rights and expectations to independence, respect, choice, fulfillment of our ambitions, to be heard, included, and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other in our life together.

Safeguarding involves a range of activities aimed at promoting the individual's fundamental right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved.

Child

Anyone who has not reached their 18th birthday – at CBC this incorporates what we term as children and young people. This classification does not change if the under 18 is living independently, in armed forces or in a young offenders institution, for example. The key defining feature of a child is their age, and that alone.

This also includes an unborn child.

Adult at Risk

The term 'adult at risk' has replaced the previously used 'vulnerable adult', focusing on the situation rather than the characteristics of the adult themselves. The label 'vulnerable adult' may wrongly imply that some of the fault for any abuse lies with the abused adult.

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from 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.

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include (but not be limited to):

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness

- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

Church Trustees

The trustees of the church are ultimately, and legally, responsible for ensuring that the policy and procedures are implemented and resourced in the church.

Therefore all trustees should:

- Attend Levels 2 and 3 BU training every five years.
- Be fully conversant with the church's Safeguarding Policy and Procedures.
- Have a mechanism in place for monitoring or reviewing the policies and procedures.
- Be a support to those who are working with or alongside children and adults at risk.
- Ensure that the training needs of team members are met.
- Make appropriate budget provisions for this work, including the training of team members.
- Find ways to communicate the policy and procedures to all within the church.

While the work itself may be delegated as appropriate, the ultimate responsibility must always remain with the church trustees.

The Trustees also have the capacity to use the power of 'exception', where under advisement and discussion, they can decide to (on a case by case basis) act against a specific guideline of this policy. This must be done in the knowledge and agreement of the Trustees and be thoroughly minuted in church records. Once a year, when the policy is reviewed, these exceptions must be assessed also.

Safeguarding Trustee

Within the team of Trustees, an individual is given the role of 'Safeguarding Trustee'. Their responsibilities are as follows:

- To ensure on behalf of the trustees that there is a proper process in place to write and update the Safeguarding Policy and Procedures.
- To monitor the implementation of the policy and procedures on behalf of the Trustees.
- To ensure that the policy and procedures are reviewed annually and then presented to the Trustees.
- To keep the trustees informed of any safeguarding incidents **as and when appropriate, and informed by the Safeguarding Team.**

It must be noted that the Safeguarding Trustee does not hold the responsibility of taking on this work and that the workload may be passed onto other appropriate people.

This individual's appointment must be confirmed by the Trustees and then reported to a church meeting.

Designated Person for Safeguarding Children and Young People and Designated Person for Safeguarding Adults at Risk

Together with the Senior Minister (see below), these people make up the 'Safeguarding Team'. These people (hereafter referred to as 'DPS') are key individuals in helping the church respond appropriately to any concerns that are raised about the safety or well-being of children and adults

at risk. As such, they must have relevant skills and knowledge appropriate to the role and the time to put into the role's development, outworking and any regular training deemed necessary.

The role involves:

- Attending Levels 2 and 3 BU training every five years.
- Receiving and recording information from anyone who has safeguarding concerns.
- Assessing the information promptly and carefully, clarifying or obtaining more information when they need to.
- Consulting with outside bodies where appropriate to discuss concerns.
- Making a formal referral to Social Services or the police if appropriate or advised, any other referrals deemed necessary.
- Being the link between the church and the WEBA Safeguarding Contact.
- Holding the list of any known offenders who attend church events and activities, and managing the contracts of those people.

It must be made aware to all in the church that if any members of the Safeguarding Team (including the Senior Minister) are named in a suspicion or an allegation they must not be a part of any investigations or follow up. Instead, the allegation or suspicion should be taken managed wholly by the remainder of the team not under suspicion.

Senior Minister

In addition to the responsibilities that the Senior Minister shares with all of the trustees, they will have particular responsibilities. Because of these responsibilities the senior minister should:

- Attend Levels 2 and 3 BU training every five years.
- Be a member of the Safeguarding Team and have full awareness of all safeguarding concerns. This precludes the Senior Minister taking on any of the pastoral care for an incident/concern.

Associate Ministers

- Aside from Associate Ministers holding other offices within the safeguarding structure (DPS, Group Leader, etc) they should only be informed of any safeguarding concerns at the discretion of the Safeguarding Team. Keeping them from being involved in an ongoing situation allows for them to take an active role in providing pastoral care after a referral has been made.
- In some safeguarding incidents involving the church, the church community can become polarized; in these situations, the Associate Ministers may need to take a role that seeks to hold the church together.
- Associate Ministers, as with the Senior Minister, should attend Levels 2 and 3 BU training every five years.

Group Leaders

Group Leaders are those who lead the ministries which work with and alongside children and adults at risk. As a result of this role and responsibilities they should:

- Attend Level 2 and 3 BU training every five years.
- Know and carry out the correct process for appointing new team members.
- Know, carry out and support others in developing a ministry founded on safeguarding excellence.
- Know what to do if a team member shares with them a concern about a child or adult at risk.

The Trustees should have a list of all church ministry activities and the Group Leader who has been allocated as the individual with oversight and responsibility of said activity.

Team Members

Team Members are all those who are part of the team which works with and alongside children and adults at risk.

All team members (without exception) should take personal responsibility for implementing the policy and procedures. They should each:

- Attend Level 2 BU training every five years.
- Know and implement the guidelines for good practice.
- Follow the agreed code of behaviour when working with children and adults at risk.
- Be aware of ways in which people are harmed and possible signs of abuse.
- Know what to do if someone discloses abuse or they themselves have any suspicions or concerns.

All church attendees (members and non-members)

All church attendees have a part to play. It is the responsibility of all within the church community to ensure there is a welcome for children and adults at risk and an intolerance of all that brings them harm.

All attendees should be alert to situations where someone may be vulnerable and should know who to speak to if they suspect that someone is being harmed.

In order to properly inform and educate church members on the issues of safeguarding, the church leadership should arrange for the members to have an appropriate level of training once a year.

This should be to the equivalent level of the BU Level 1 training.

Dealing with Abuse and Allegations of Abuse

The aim of this section is to provide relevant and updated information to those working with children and adults at risk in our church communities. It will help team members to be more alert to indicators of abuse and to respond in a way that will protect the individuals concerned.

Introduction

People working as volunteers or paid staff with children and adults at risk need to be very aware of the possibility that those they care for and work with can be victims of abuse. It is the duty of every person to be vigilant about the care of vulnerable people in the congregation and other church related activities. Church members who have direct contact with the children and adults at risk are more likely to become aware of potential problems.

Abuse is the violation of an individual's human and civil rights by another person or persons.

Abuse can affect children and adults at risk from any kind of background. Abuse occurs in all cultures, religions and social classes.

In the main, abuse is perpetrated by someone who is well known to the victim. Abuse may also be perpetrated by an individual or group. Those who abuse may include:

- A partner, child, relative or friend.
- A paid or volunteer carer.
- A health, social care or other worker.
- A church team member or minister of religion.

Child abuse is known to be perpetrated by children against other children, and similarly, abuse of an adult at risk can be perpetrated by another adult at risk. This is still abuse and should be handled appropriately.

Abuse can also take place in all kinds of different settings, including in a car or via electronic communication.

Definitions of Abuse

Abuse has many forms, it is important to be aware of the breadth of possible abuse and to be able to respond appropriately. Some definitions of abuse are listed below. It is important to be aware that abuse does not have to fit solely into any one of the categories, and often more than one type of abuse may be taking place.

Abuse	Definition	Includes.... (please note that this is not an exhaustive list)
Physical	To inflict pain, physical injury or suffering.	<ul style="list-style-type: none">○ Hitting, slapping and beating.○ Shaking, pinching and pushing.○ Kicking, burning and hair pulling.○ Squeezing, suffocating, poisoning and using inappropriate restraint.○ Giving inappropriate medication or when a parent or carer feigns the symptoms of, or deliberately causes ill health to, whomever they are looking after.

Emotional	<p>This is the persistent emotional ill-treatment of an individual such as to cause severe and continuous adverse effects on someone's emotional development and/or 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.</p>	<ul style="list-style-type: none"> ○ Mocking, coercing, threatening or controlling behaviour. ○ Bullying, intimidation, harassment or humiliation. ○ The lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation. ○ Making someone feel worthless, a lack of love or affection, or ignoring the person. ○ Age or developmentally inappropriate expectations being imposed on someone. ○ Causing an individual to feel frightened or in danger.
Sexual	<p>Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.</p>	<ul style="list-style-type: none"> ○ Rape, sexual assault or sexual acts to which the person has not consented, could not consent or was pressurised into consenting. ○ Indecent assault, incest, being forced to touch another person in a sexual manner without consent. ○ Making sexual remarks, suggestions and teasing. ○ Indecent exposure, being forced to watch pornographic material or sexual acts. ○ Enforced or coerced nakedness or inappropriate photography of a person in sexually explicit ways. ○ Being spied on while a person is undertaking personal care activities.

Neglect	A person's wellbeing is impaired and their care needs are not met by someone who has a duty of care. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.	<ul style="list-style-type: none"> ○ Failing to provide access to appropriate health, social care or education services. ○ Ignoring medical or physical care needs, including not giving someone proper food or assistance with eating or drinking. ○ Failing to intervene in behaviour which is dangerous to the adult (particularly when the person lacks the mental capacity to assess the risks to themselves or to others). ○ Failing to provide a warm, safe and comfortable environment. ○ Deliberately withholding aids, such as walking sticks or hearing aids. ○ Denying social, religious or cultural contacts, or denying contact with the family. ○ Leaving alone or unsupervised. ○ It may also include neglect of, or unresponsiveness to, an individual's basic emotional needs.
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	<ul style="list-style-type: none"> ○ Theft, fraud or embezzlement of monies, benefits or goods. ○ Exploitation or profiteering. ○ Applying pressure in connection with wills, property or inheritance, or financial transactions. ○ The abuse of influence, power or friendship to persuade a person to make gifts or change their will. ○ Being charged excessive amounts for services (such as minor building works on a property).

Spiritual	<p>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).</p> <p>The person experiences spiritual abuse as a deeply emotional personal attack.</p>	<ul style="list-style-type: none"> ○ Forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices. ○ Extreme pastoral interference in personal matters –reducing individual choice and responsibility. ○ The misuse of scripture or power to control behaviour and pressure to conform. ○ The requirement of obedience to the abuser, or the suggestion that the abuser has a “divine” position. ○ Intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm. ○ The denial of the right of faith or opportunity to grow in the knowledge and love of God.
Discriminatory	<p>The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.</p>	<ul style="list-style-type: none"> ○ Ageist, racist, sexist, or abusive behaviour based on a person’s disability. ○ Abuse linked to a person’s sexuality. ○ Harassment, slurs or similar treatment. ○ Withholding services without proper justification, or lack of disabled access to services and activities.
Institutional	<p>The mistreatment or abuse of an individual 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.</p> <p>The church as an institution is not exempt from perpetrating institutional abuse.</p>	<ul style="list-style-type: none"> ○ The inability of an institution to safeguard people from emotional or even physical harm and neglect. ○ Having fixed rules and routines by which people are controlled. ○ People being prevented from doing things that are their rights. ○ Not having access to personal possessions or personal allowance.

Other forms of 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. 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. <i>For more information on domestic abuse, see the 'BUGB Guide to Domestic Abuse', this can be found on the BUGB website.</i>
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.) to repeatedly harm, harass or humiliate other people in a deliberate manner. <i>For more information on cyber abuse, see the 'BUGB Guide to Cyber Safety', this can be found on the BUGB website.</i>
Self Harm / Self Neglect	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 adult at risk may also be neglecting themselves, which can result in harm to themselves. <i>For more information on dealing with issues of self-harm, see the 'BUGB Guide to Self-Harm', this can be found on the BUGB website.</i>
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 adults are more vulnerable to the risk of being groomed into terrorism than others.
Honour marriage / 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.
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.

Some Signs of Abuse and/or ways in which it might be discovered

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:

- Injuries which:
 - are unexplained.
 - are reoccurring.
 - are on areas of the body not usually prone to injury.
 - have not been treated.
 - the explanation for seems inconsistent.
- Changes in behaviour, mood or developmental progress.
- Inappropriate sexual awareness.
- Signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year.
- They tell you that something is happening to them.
- There may be a history of concerns noted over a number of occasions.
- There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child.
- Observations of interactions with other adults or children.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why any of the above are occurring – **it is not your job to investigate or decide if something is abuse, only to report on what is observed.**

What to do when someone reports an abuse

Listen	Take what is said seriously. Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language communication skills and disability. You may need to ask the person to repeat themselves or to check that you have understood what they said.
Reassure	Tell them that they have done the right thing by telling you.
Remain calm	This is essential no matter how difficult it is to listen to what is disclosed; you have been chosen because the person feels able to talk to you
Be honest	Do not promise confidentiality or offer false reassurance.
Be open	Do not ask leading questions but stick to ones such as: 'tell me...', 'explain to me...' and 'describe to me...' It is not your role to investigate, as soon as you have enough information to concern you, stop probing but continue to listen.
For adults at risk: Ask and explain	Explain that you will be disclosing this information to the Safeguarding Team. You need to request the individual's consent to refer that concern to the statutory bodies. However, there are various circumstances (see page21) where any disclosure from an adult at risk, regardless of permission, would need to be passed on to the appropriate authorities, which is why it is important to never promise confidentiality. Give them a timescale for the next step. Give contact details (for either yourself or a Designated Person, at your own discretion) for them to report any further details or ask any questions they may have.
For children: Explain	For children: any disclosure of abuse (regardless of permission given or not) must be passed on to the Safeguarding Team and the appropriate authorities. Give them a timescale for the next step. Give contact details (for either yourself or a Designated Person, at your own discretion) for them to report any further details or ask any questions they may have.
Write	Document everything that has been said, in the person's own words as much as possible. You will need to record any questions you asked as well as the answers or information given. This should be done as soon as possible after the disclosure and should include the time and date.
Report	Contact a member of the Safeguarding Team within 24 hours, or the police if the individual is in immediate danger of harm, and report the disclosure. If the police are called you still need to contact a member of the Safeguarding Team and report your concern to them. They may have extra information to assist the police as they take the matter forward.
Keep quiet	The concerns you have should be kept confidential between you, the person who reported the abuse and the Safeguarding Team. This includes not mentioning or hinting at the situation in any requests for prayer.

Never go and talk to the alleged abuser or try to investigate the allegations yourself.

Full procedure for responding to concerns

-- The team member

Recognise

The workers involved in the care of, or working with, children and adults at risk should all be trained to recognise any signs of abuse.

With this training ask yourself: does it look right? Does it sound right? Does it feel right? Trust your gut instinct and don't wait until you are absolutely sure or have solid proof. Remember that your piece of information may help complete the picture that shows a problem is happening.

Respond

If a disclosure is made directly to you, or something is suspected, never ignore it but pass it on.

If a child or adult discloses abuse:

- don't promise confidentiality

- listen and take what is said seriously

- reassure them

- remain calm

- ask open questions (tell me about... explain to me... describe to me...)

Remember, it is not your role to investigate, as soon as you have enough information to concern you, stop probing.

Record

Without delay write down what concerns you have or what was disclosed to you. This should include the four Ws:

- Who was involved?

- What happened?

- Where did it happen?

- When did it happen?

A template that can be used for this can be found on page ...

It is useful to also note down the context of the conversation / disclosure.

If you transfer handwritten notes to an electronic copy then ensure you also keep your handwritten notes to pass on.

Report

As soon as you are able (within 24 hours) pass your concern onto a member of the Safeguarding Team. You should then step back and let them continue the process.

If an individual is in imminent danger of harm a referral should be made to the police or Social Services without delay.

It is important to remember that confidentiality beyond the Safeguarding Team must be kept. This includes not sharing information with other workers or family members, not even for prayer purposes.

Full procedure for responding to concerns

-- The Safeguarding Team

Recognise

It is the Safeguarding Team's responsibility to collect and manage all information given to them about an individual involved in, or a situation involving, safeguarding. When this information is compiled, a suspicion or knowledge of abuse may arise.

Respond

It is vital that the DPS reassures the worker/s that have shared the concern that they have done the right thing, remind them not to investigate further and also that it will be followed up appropriately.

In reviewing the report that is received the Safeguarding Team:

- should take account of their own experience and expertise in assessing risk to children and adults at risk. If needed, they may need to take advice from those with more experience.

- must take account of other reports that may have been received concerning the same child, adult or family.

If you are unsure about the information you have given and what it means you are able to consult with:

- the WEBA Safeguarding Contact

- Social Services (they will be willing to discuss a case without the need to divulge names but this will not allow any information known to Social Services to be taken into account.)

- CCPAS

Any recommendation by the professional services must be followed.

The details of any conversations should be recorded.

Please remember at this point that the Safeguarding Team should not be investigating any claims of abuse.

Record

As with the worker's recording, without delay, record the entire situation with as much detail as possible. You can use the template on page ...

If you do not suspect abuse at this point, keep your notes in the allocated locked filing cabinet in the office in order to refer and add to them if needed in the future.

PASTORAL CARE

Pastoral care should be provided throughout the process, from the initial concern being raised through to a final conclusion, whatever that may be. The same person should not provide care to both an alleged victim and an alleged perpetrator.

The Safeguarding Team should have a list of appropriate people to provide this list (these people should be trained to Level 2 BU standards). It must be noted that the provision of pastoral care does not include the sharing of confidential information. In some instances, care must be offered by someone without any information regarding the nature or details of the incident.

Child/Adult at Risk

- For the child or adult at risk involved, Social Services and other agencies may provide support and services. However the church will have a role to play in complementing that support. The Safeguarding Team should seek to work in partnership with other agencies to clarify the best way forward in this and to ensure that consistent help and support is being offered.

Other Family Members

- The church may equally be in a position to offer pastoral and practical support to family members at this time.

Church team member, as well those who are the subject of an allegation

- Support and counseling should also be offered to those within the church who are involved in the incident.
- Before any concern becomes public knowledge it may still be appropriate for the Safeguarding Team to access pastoral care. This can either be provided within the team itself, or via another person but one that is not told any of the details of the concern or nature of the concern.

Ministers

- The ministers should be encouraged to go to the Regional Minister for support and advice.

Developing a culture of safety

It is paramount that all team members are aware of the boundaries of safeguarding as well as their duty to record and report any concerns they have regarding a member of the church community. Due to the fluid nature of relationships and ministries within the church work, it is sometimes difficult to distinguish between those team members who have inadvertently and innocently forgotten best practice and those who seek to harm an individual. As such, all team members should:

- Be aware of all practices that are prescribed by the church as best practice.
- Work together as a team within the church structure to develop a culture of accountability. This will encourage team members to challenge each other where appropriate in order to meet best practice in all situations.
- Be held under the responsibility of their Group Leader and understand the potential need for closer supervision if a team member consistently ignores or forgets best practice.
- Know who to contact about their concerns but also be able to distinguish as much as possible between a slight lapse in judgment and a concern over a child or adult at risk's wellbeing.

What should trigger a report to the Safeguarding Team?

- All team members should feel able to report any behaviour which makes them feel uncomfortable.
- All occasions where a team member causes harm to a child or adult at risk or where the actions and behaviour of a team member poses a risk of harm to children and adult at risk.
- When a team member repeatedly breaches the code of behaviour, whether or not it is thought to be willful.

All team members who are the subject of a report which is referred to the statutory authorities must withdraw from their responsibilities. Depending upon the situation, they may also be asked not to attend church during this period. This will be decided upon after discussion with the statutory agencies and the Safeguarding Team.

Safe Recruitment, Support and Supervision

Any ministries which regularly work alongside or with children and adults at risk should take extra care in the recruitment of their volunteers. *See the 'List of Ministries and Safeguarding Requirements' document contained in the Additional Document Bundle regarding the level of recruitment care and training ministries need to abide by, these guidelines are based upon the level of exposure within the ministry to children and/or adults at risk.*

If applicable, the following procedure should be followed in every instance, even if the prospective volunteer is well known to the church.

Recruitment Procedure

Due to the nature of volunteer work within the church, there is a recognition that not every recruitment is of a person who is new to the church and the system of paperwork connected to safeguarding. As such, the following table is a suitable guideline for what elements of the recruitment procedure need to be followed up on.

1. Brand new adult team member or a return from a break of over 10 years
2. Current transfer/addition from one ministry to other
3. Return from a break of less than 5 years
4. Return from a break of 5-10 years
5. Current team member with old papers (this is a guideline on how frequently the paperwork should be renewed)
6. Under 16 years old
7. 16-17 years old
8. Short term ministry team member (helping within a ministry for a week or less)

	1	2	3	4	5	6	7	8
Application form	Yes	No	Contact info	Yes	No	Yes	Yes	Yes
Interview	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Criminal Record Declaration	Yes	Every year	Yes	Yes	Every year	Yes	Yes	Yes
Job Description	Yes	Yes	Yes	Yes	Kept up to date	Yes	Yes	Yes
References	Yes	10yrs +	Only if left the church	Only if left the church	Only if left the church	Yes	Yes	MTL discretion
DBS check	Yes	4yrs +	4yrs +	Yes	4yrs +	No	Yes	Yes
Volunteer Agreement	Yes	Yes	Yes	Yes	Every year	Yes	Yes	No
Annual Reflection					Every year			
Parental						Yes		

Consent

Notes

Not counted in ratios

Since a new volunteer recruitment (column 1 in the above table) contains all the elements of the process, it is outlined below and the specific variations of this (for different types of volunteer recruitment procedures) can be gleaned from the whole.

<input type="checkbox"/>	A role description is written	<input type="checkbox"/>
<input type="checkbox"/>	The church seeks a new position holder	<input type="checkbox"/>
<input type="checkbox"/>	Interested names passed by the Safeguarding Administrator and Senior Minister	<input type="checkbox"/>
<input type="checkbox"/>	Face to face meeting Interview Application form filled out (including references) Criminal Record Declaration form filled out (for those working with children) Safeguarding Policy given At this point, the candidate can choose to sit in on one session to trial the group.	<input type="checkbox"/>
<input type="checkbox"/>	References followed up on and DBS check done	<input type="checkbox"/>
<input type="checkbox"/>	Volunteer Agreement	<input type="checkbox"/>
<input type="checkbox"/>	Induction and Training	<input type="checkbox"/>

All steps should be made note of on a computerized checklist which is updated by the Safeguarding Administrator; however all gaps are referred back to the Group Leader who oversees the process.

There can be a certain informality when it comes to recruitment of new volunteers to help with the children and adults at risk. However, the informality must not be confused with being casual about the procedures the church must have in place.

Step One – A job description is written

The details of this document should be worked out by the appropriate Group Leader.

This job description should be given to anyone who is interested in the role.

A template for this form can be found on page 57.

Step Two – The church seeks a new position holder

Many people will be involved in the search for a new volunteer; however, it is important that it is clear that the Trustees are legally responsible for the adherence to all Safeguarding procedures and the Group Leaders oversee the process on their behalf. (See page 9 for notes on Group Leaders.) If a new Group Leader is to be recruited, the trustees should allocate someone the role of overseeing the process.

Various methods of recruitment can be utilised in letting the church know of a specific or general need. However, the trustees must keep in mind the fact that all Group Leaders must be Church Members and so a general call may not be appropriate at times. It is also the case that any Team

Members in any ministry must always be known to the church and it is the responsibility of the Group Leaders to ensure that this is the case.

Names of those expressing an interest in volunteering or names of those who Group Leaders hope to approach for a role in any children's or adults at risk ministry, must be passed to the Senior Minister and the Safeguarding Administrator by email before Step Three (see below) is initiated, and before the individual visits the group as a prospective volunteer. This is to ensure that potential volunteers do not have an Offender Contract with the church, or that there is no other reason why they should not volunteer in these ministry areas at this time.

Step Three – A face to face meeting

Since there is a lot to cover in this meeting, the candidate and the appropriate Group Leader should be prepared to bring all the necessary papers and documentation.

At this meeting, the following points should be covered:

- The Interview
 - The purpose of the interview is not just regarding safeguarding but is about discerning with the applicant whether they are called by God to serve in this way.
 - The interview should be carried out by either a Group Leader or another appropriate leader within the ministry (who is fully conversant in the Safeguarding Policy). While the interview can be informal, it should be structured.
 - A template for the interview can be found on page 58.
 - Please note that, as a part of the interview or beforehand, the candidate should be given a copy (either hard copy or electronic) of the Safeguarding Policy. They will need to read this in order to sign agreement of it later on in the process.
 - Notes should be kept of the interview and placed in a locked cabinet with the other documents relating to that applicant.
- The application form
 - Please see page 49 for a template of the application form.
 - This form should come from the Safeguarding Administrator.
 - After the form has been filled in, it should be returned to either the Safeguarding Administrator or the Group Leader. Both people should read and acknowledge the contents for reference and information.
 - The form is to be kept in a locked cabinet.
- The Criminal Record Declaration form (for those applying to work with children only)
 - Please see page 51 for a copy of the Criminal Record Declaration form.
 - This form should come from the Safeguarding Administrator who can talk the potential volunteer through the purpose and details of the form. Once filled in, the form should return to the Safeguarding Administrator.
 - It should be made clear that the Declaration necessitates the volunteer to bring any and all potential issues to light during their period of service.
 - The form is to be kept in a locked cabinet.
- Two names for references should be noted on the Application form. Please see the following rules regarding who can/should be asked for a reference:
 - At least one of the referees should be from outside the church. (Any issues with only obtaining one church reference should be taken up with the Safeguarding Administrator who will take advice from the Safeguarding Trustee.)
 - Neither can be related by blood or marriage.
 - Both must be over 18.

- At least one of the referees should be able to talk about the applicant's ability in working with children or adults at risk.
- If the applicant is currently working with children or adults at risk a referral must come from the church, employer or organisation concerned.
- If the applicant has come recently from another church, that church must always be asked for a reference.

The candidate may choose to sit in on one session of the group they are looking to join. It is essential during these sessions that they do not count as a team member; neither in ratios nor in pastoral responsibility.

This trial session allows:

- The new team member a chance to explore the role while providing a way out if it is not what they first envisaged.
- For the Group Leader to observe the candidate with a view to ensure that they are suitable for the role and for the specific team of which they will be a part.
- For a chance to highlight any further training necessary for the individual in question.

Step Four - References followed up on and DBS Check carried out

Reference:

- If there are any points that need clarification or expansion, the referee must be contacted and spoken to directly.
- References should be administrated by the Safeguarding Administrator but read by the appropriate Group Leader.
- A template for a reference form can be found on page 52.

DBS Check:

- DBS checks must be renewed every four years. A check that does not come back clear does not automatically mean that the person in question cannot work with children or adults at risk but it does mean that a discussion needs to be had with the applicant, the appropriate Group Leader and one of the ministers.
- The DBS process is administrated by the Safeguarding Administrator and all paperwork given to them should be kept in a locked cabinet in the office.
- A DBS check, regarding children and adults at risk, is required under the following circumstances:
 - For all adults and young people (aged 16 or over) who are named on a rota for any group which works with or alongside children. This includes parents and carers.
 - For those involved any of the following activities for adults at risk on behalf of the church:
 - Pastoral visitors.
 - Providing personal care.
 - Assistance with bills, cash and/or shopping.
 - Assistance in the conduct of a person's own affairs.
 - Transport (this **does not** include transporting people to and from church).
 - Providing healthcare.
 - Providing social care.
 - For any adult leading in an event involving children or adults at risk staying somewhere overnight.
 - For all Trustees and paid staff of the church.

- For all those engaged in managing and/or supervising those in roles involving the care of children or adults at risk.
- For the adult responsible for any adults at risk or young person volunteering within a ministry (see page 28).

For those adults who are helping on a one-off (not including overnight events or multi-day event), please note that while they do not need a DBS check, they must never be left alone with any children and adults at risk and they must fill in, and sign, Part One and Part Two of the Application Form (found on page 49) as well as (for those working with children) the Criminal Record Declaration (page 51).

If a DBS check is required but is not returned by the police within one month, the team member can begin serving in the team but they must never be left alone with any children or adults at risk.

The references must be followed up upon if not received within a reasonable timeframe. If they are not returned within 4 weeks of being issued the volunteer must step down until the appropriate paperwork and checks have been returned completed.

Once the DBS check and references have been returned the volunteer can serve as a full team member, carrying out all appropriate responsibilities.

Step Five - Volunteer Agreement is signed and Best Practices are understood and agreed to

The team member in question must then sign, on the volunteer agreement, an undertaking to work at all times within the terms of the policy as well as to attend relevant training sessions. A volunteer agreement template can be found on page 56.

Step Six - Induction and Training

- By now every team member should have received a copy of the full safeguarding policy which they should have read. The Group Leader must ensure that there is a full understanding of the relevant policy points.
- As soon as is practical (and to be refreshed at least every four years), the new team member must attend the Level 2 BU training as soon as possible which will include:
 - Some training specific to their role (this may need to be supplemented by the Group Leader).
 - Recognising possible signs of abuse, and when and how to report any concerns.
 - The contact details of the members of the Safeguarding Team.
 - A code of behaviour.
- Team members may serve on the team before this training takes place, as long as they have read and understood the BU handbook 'Safeguarding Training Level 2A'. The completion of this stage should be noted on the Administrator's checklist. *The Level 2A Training booklet can be found in the Safeguarding Additional Documents Bundle.*
- For those working with children, they must also sign the Criminal Records Declaration (see page 51) each year.
- Team Members and Group Leaders must also be asked to annually agree with, and sign, a Volunteer Agreement (see page 56). This ensures that Safeguarding compliance is still understood as well as providing both the church and the team member with the opportunity to reassess their ministry involvement. In order to assist and guide these annual conversations, Group Leaders are able (but not obliged) to use the Annual Reflection template (*found in the Safeguarding Additional Documents Bundle.*).

Young and 'At Risk' Team Members

It is important that team members who are themselves adults at risk or young people are both given the responsibility of leadership and also cared for as vulnerable individuals. In view of this, the following guidelines should be followed:

- All team members should be given a progressive amount of leadership which grows with their capacity, confidence and anointing.
- Under no circumstances should 'at risk' or young team members be seen as 'just another pair of hands'. We have a responsibility to ensure their time is both rewarding and enjoyable as well taking extra time for them to hone their skills, attitude and experience.
- Young team members, as they are under 18, cannot count towards ratios and therefore must not be left on their own with responsibility for a group of children.
- Being an adult at risk doesn't disqualify a person from serving and being part of a team, however discretion of the Group Leader is needed in regards to their capacity to count towards ratios.
- The Safeguarding Policy applies to an 'at risk' or young team member just as it does to any other person.
- The appointment of 'at risk' or young team members should follow the full guidelines stated in this policy (including the DBS check). Those under the age of 16, while they cannot undergo a DBS check, must be covered by all the other points above.
- Depending upon the capacity of the team member at risk, it may be necessary to ensure they have a carer/responsible person available to them at all times during their 'shift'. If this carer is provided by the church, they must be trained in matters of safeguarding as well as undergoing a DBS check. Carers from outside organisations need not undergo CBC training but should be referred to the Group Leader if any queries arise.
- There are various ministry situations in which an under 18 may be invited to serve, with slightly different procedures for each:
 - If a young team member is serving in a ministry requiring attendance (including any rehearsals or meetings) outside of Sunday services, they must have between one and three adults responsible for them, one of whom must be present at all times during the young person's attendance at ministry activities. These adults must be trained in matters of safeguarding and complete a DBS check. One of these adults should be the designated mentor for that young team member and the point of contact for the ministry. Permission must also be sought from parents for their participation as well as for any other activities that group partakes in. A form for purpose can be found on page 53.
 - If serving within a children's group (of which they are not a member) they should be appointed in line with the church's procedures for new volunteers. Parental consent should also be sought and a mentor assigned. They may, however, help on up to three occasions before completing any paperwork, under the supervision of the Group Leader.

- If serving in a ministry which forms part of a Sunday service (such as refreshments, tech, welcome etc.), they should do so either under the supervision of their parents, as part of youth group activities (under the supervision of their Group Leaders) or with parental consent, under the supervision of an assigned mentor.
- If a young team member accompanies a group on a residential activity must have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- There must be a minimum one year space between a young person attending and leading within a ministry. Whether a longer space is needed is at the discretion of the Youth Ministry Team Leader/Youth Pastor.
- Young team members (and young adults) will need to be especially aware of the danger of blurring boundaries. This is especially true concerning the issues of electronic communication.

Volunteers from external organisations

As far as possible, the same guidelines should be followed concerning team members arriving from overseas, or short term volunteers visiting the church (for up to a month), as it does to team members from the home church. The following should also be noted:

- The volunteer should be sent beforehand, and return, a copy of the CBC application form if an adequate one is not provided (judged by whether it covers the necessary items of information).
- The sending church or organisation should seek declarations from the local authorities and organisations that there is no known reason why the applicant should not work with children or young people.
- If not provided by the sending organisation, the volunteer should supply two relevant and appropriate references which should be followed up by the church.
- Once the team has arrived, they should be made fully aware of the guidelines regarding safeguarding.

Paid Workers

The appointment process for paid workers should contain all of the elements of the process described for volunteers, but will inevitably be more formal and will contain some additional elements:

- A full job description and person specification should be drawn up.
- The post will be advertised appropriately.
- There will be a need to shortlist applicants.
- The interview process will be more formal.
- It is important to ensure that there is an exploration of the candidate's understanding of and commitment to safeguarding procedures within the interview.
- It is essential that the candidate's right to work in the UK is checked.
- A contract of employment should be issued.

Safe Practice

Code of Behaviour

This code of behaviour should not only be seen as an important safeguarding measure but should also be about modeling positive patterns of Christian behaviour to children and adults at risk.

The following guidelines should be followed at all times, irrespective of circumstance:

- Treat all people with respect and dignity.
- Use appropriate language and tone of voice to all children and adults at risk. Be aware of your own body language and the effect you are having on the individual.
- Listen well to all children and adults at risk. Be careful not to assume you know what they are thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
 - Invading the privacy of anyone when they are using the toilet or showering.
 - Rough games involving physical contact between a team member and child.
 - Sexually provocative games or making sexually suggestive comments.
 - Scapegoating, belittling, ridiculing or rejecting a child or adult at risk.
- When it is necessary to control and discipline a child, this should be done without using physical punishment. A situation may, however, arise where a child needs to be restrained in order to protect them or a third person.
- If a child or adult at risk has soiled their clothes, the individual's parent or carer should be the one to assist with any changing of clothes. If the parent/carers is not available then a second adult should be present (or informed of what is happening, if their presence is inappropriate).
- Do not respond to or encourage excessive attention seeking that is overtly sexual or physical in nature.

Financial Integrity

Any arrangement between a church team member and an adult at risk that involves money should be reported to the Leadership team to ensure that clear arrangements are in place and understood by everyone involved. These should include the following:

- When money is passed to a team member in order to assist in shopping (or for a similar reason), a note should be written and signed by the team member and adult at risk at that time stating the amount of money involved.
- Receipts should always be obtained for any financial transaction undertaken on behalf of someone else.

- Team members should not seek to gain financially from their position beyond salary and expenses, and as such should not be influenced by offers of money.
- Wisdom, accountability and transparency should be utilised when it comes to any gifts offered to a team member, either by an adult at risk or a child. When appropriate, these gifts may need to be reported to a Group Leader or the church leadership (either before or after acceptance).
- Care should be taken not to canvas for church donations from adults at risk.
- Team members should ensure that finances relating to an adult at risk 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 Leadership Team as soon as it becomes known. Team members (including the Ministers) should not act as executors for someone they know as a result of a pastoral relationship.
- Expert legal advice should be sought when necessary to protect the financial and business affairs of adults at risk. For example, wherever a team member is asked to become an attorney for a member or friend of the church, particularly an adult at risk, via a Power of Attorney or a Lasting/Enduring Power of Attorney, then legal advice should be obtained.

What happens if... (children's scenarios)

I am meeting a child on a one-to-one basis

Planned one to one ministry should never happen with a child under the age of 11 (school year 7) without the specific permission of the Senior Minister. If it is unplanned, the guidelines below should be followed.

One to one ministry with 11-18 year olds can either be planned (such as an ongoing mentoring relationship) or responsive (a particular need has come up or a young person wants to speak to a team member alone etc.).

Because a young person is likely to approach a team member whom they trust, all those appointed to leadership positions with young people in accordance with the safeguarding policy are permitted to work one to one, however it is important that the following guidelines are followed. If the Youth Pastor is the team member involved in these meetings/conversations, for the purposes of accountability, they should report to the MTL for Youth.

If considering an ongoing mentoring relationship:

- This should be discussed in advance with the MTL for Youth/Youth Pastor, who will provide advice and support.
- Any meetings which are part of an ongoing mentoring relationship should be agreed with parents in advance and the MTL for Youth/Youth Pastor both notified in advance and updated after the meeting has taken place.
- The quantity and frequency of ongoing mentoring meetings should also be agreed with the parent/guardian, the young person and the MTL for Youth/Youth Pastor, in advance of commencing. For example, it would be agreed that meetings would take place once a

month for 6 months, at which point the arrangement should be reviewed and a new agreement made if appropriate.

- If arranging a meeting 'out of hours':
 - The meeting should be either in a public space at an appropriate time (such as a coffee shop after school) or in a publicly accessible part of the church building (such as foyer or a downstairs room) with another adult present in the building. The young person should also know that this adult is there. Meetings may also take place at a young person's home but only if a parent is around and never in a private area of the house (such as a bedroom).
Parents/guardians and the MTL for Youth/Youth Pastor should all be made aware, in advance, that the meeting is taking place.
- Immediately afterwards, as with all one to ones, the team member should notify the MTL for Youth/Youth Pastor and pass on any issues requiring follow up. However, if anything is said that triggers a safeguarding concern, the information should instead be passed along to the Safeguarding Team and no one else (as on page 17)

If the situation is unplanned (e.g. you need to speak to a child or they ask to speak to you in private):

- The conversation should take place in the context of a church activity where others are present and can see what's going on even if they can't hear the conversation (such as in the corner of the room at a youth club).
- The team member should immediately notify either their Group Leader (for a situation with an under 11) or MTL for Youth/Youth Pastor (for 11-18 year old) and pass on any issues which may require follow up. However, if anything is said that triggers a safeguarding concern, the information should instead be passed along to the Safeguarding Team and no one else (as on page 17)

I am unexpectedly on my own with a child or a group of children

The team member should, in these situations:

- Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them.
- Ensure that they remain as visible as possible, e.g. stay near the glass foyer doors.
- Wherever possible immediately phone another youth or children's team member to report the situation. This should either be your Group Leader or another person on the team (if you are the Group Leader or they cannot be reached on the phone).
- Note down the details of the situation and give a copy to your Group Leader. If it raises a safeguarding concern the information should be passed along to the Safeguarding Team and no one else (as on page 17)

A child is not picked up from their group

- Two team members must remain with the child.

- The child's care must be paramount and therefore everything should be done to ensure that they remain calm, and are consoled if concerned about being left.
- The team members must make every effort to contact an appropriate responsible adult. A variety of phone numbers should be available to the team members on the child's registration form.
- If it is possible, a third team member should go to the home to see if anyone is in.
- If, after 60 minutes (or sooner if appropriate), the child's responsible adult cannot be reached the team members must phone the police to report the situation. *Please note that the police will not necessarily do anything drastic, but may well just check on the family home, for example, to see if there has been a problem.*
- For a child under 7, only the adults named on the consent form can be allowed to pick them up from a group.
- A full record of the situation should be made (using the form on page 47) and handed to a member of the Safeguarding Team.

A child needs disciplining

Each group within the children's and youth ministries should have their own, codified policy on discipline. For older children, it is recommended that they decide on this policy, in part, through a partnership of Group Leaders and children/young people.

Children, team members and, if necessary, parents should be aware of the policy in place.

The policy must:

- Never advocate physical punishment.
- Never advocate verbal, spiritual or emotional bullying.
- Include a warning before a punishment is carried out.

What happens if... (children's and adults at risk scenarios)

A child needs to be taken to the toilet

- If at all possible, do not enter the toilet area with the child or children but remain at the main door of the toilets.
- If possible, it may be the better option for the child, or children, to take turns using the disabled toilet.
- Ensure (first by calling out and then by entering) that there are no other adults in the toilet area, both before the children enter and while they are using the facilities. You may need to ask any adults to wait until the children have finished or perhaps use the disabled toilet.
- If the child is young enough to require your assistance, when possible, take another team member with you. Otherwise, take every precaution to remain visible and accountable.
- A note regarding assistance while toileting is included on the parental consent form for those of the applicable age. If the parent or carer does not wish for a team member to help their child wipe themselves (or do it for them) then they must be brought down from the main service. If the team member has helped the child during the course of the session, the parent should be informed when they pick up their child.
- All nappy/clothing changes must be done by the parent.

Adults at risk and the toilets

- Since it is not always possible to know who is at risk and how, the church should make all efforts to ensure that the location of the toilets (including the disabled toilet) are clearly signposted throughout the church and team members are ready and able to direct people as needed.
- If someone does require further help, church team members can assist by walking someone to the toilet, showing them where the light switch is and also the location of the emergency cord.
- If an adult at risk has memory problems and is likely to be confused as to how to get out of the toilets, standing outside with the main door ajar is acceptable.
- If an adult at risk has an accident or asks for help, a church team member of the same gender can help but a second person needs to be within hearing. However, if an adult at risk attends with a carer or family member, they are the people responsible for assisting in the toilet, asking for further help from the church team members if needed and possible.

Someone is being bullied

- There should be a zero tolerance policy on bullying within all church groups. Each group should have agreed upon discipline procedures which can be utilised in these instances.
- If an individual is in danger of real physical harm, the parents/carers should be contacted and the child/adult at risk removed from that situation as soon as possible.
- Especially with children, there can be a difficult line to walk regarding 'normal' play fighting and word exchanges, and ones of a bullying nature – especially as the children are less willing to admit to being bullied/over powered in these situations. The team member must use their common sense but also be especially aware when one side overpowers or outnumbers the other.

All team members should be aware of the issue of bullying and should work to follow the procedures outlined below:

- All those attending relevant groups should be involved in agreeing a code of behavior which makes it clear that bullying is unacceptable.
- Individuals should know how they can report any incidents of bullying.
- All allegations of bullying should be treated seriously and details checked before any action is taken.
- If children are involved, the parents of the bully and the bullied should be informed of the incident(s).
- An attempt should be made to help bullies change their behavior.
- All allegations and incidents of bullying should be recorded, together with any actions taken.

I am giving an adult at risk or child a lift

Giving lifts is one of the areas where boundaries can become blurred in the life of a church community so extra care needs to be taken.

For the sake of clarity it is better to work on the principle that whenever an appointed church team member gives a lift to someone to a church-run activity they should follow the procedures laid down by the church.

If the arrangements are informal private arrangements made between family and friends the following procedures need not apply.

- Lifts as part of church activities should only be given by church team members. Young people of driving age or other adults may end up giving lifts but it must be made clear to both drivers and parents/carers that they are not doing so at the behest or under the supervision of the church.
- All drivers should be aware of the church's code of behavior and have a DBS check issued by the church.
- If possible, two adults should be in the car with children.
- The driver should have fully comprehensive insurance which covers voluntary work (or in the case of a paid worker, insurance that covers them for transporting others in the course of their employment).
- The church should not use people as drivers when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.
- Seat belts (or relevant child seats) should always be used. All mini-buses or coaches should be fitted with seat belts.
- Parents should give permission (written if possible) for their child to be given transport and they should be informed of what time to expect their child home.
- Where possible, team members should avoid giving regular lifts to and from church activities.
- Try not to pick the same individual up first or drop the same individual off last every time.
- Children should sit in the back seats if they are alone with an adult.
- Adults should not prolong the time spent alone with the child or adults at risk with long conversations or diversions.
- Team members should avoid being alone in a car with an individual who is particularly vulnerable; for example, where they have a crush on the team member or if their behaviour is difficult to manage.

Someone 'needs a hug'

It is important for all team members to be aware of the following guidelines. This is in part to ensure safe working practices but also to make it known that they are, when appropriate, able to allow physical contact between themselves and an adult at risk or child. However, due to the easily misconstrued nature of physical contact as well as the differing manners in which it can be taken and received, utmost care must be taken at all times.

- The question must be asked: for whose benefit is this taking place? It must always be for the benefit of the child or adult at risk rather than the team member.
- If no one else is present, it is always best to avoid physical contact.
- Be careful about what physical contact you have. For example, an arm around the shoulder may be less likely to be misconstrued than a full hug.
- Remember that not all people will receive or express friendship in the same way. Be aware of how the child or adult at risk is receiving the contact and back away if necessary.
- Team members must be willing to be accountable to each other for their use of touch and physical contact.

General guidelines on the use of electronic communication

Electronic communication has become enormously important and popular over recent years, and although it is an easy way of communicating, especially with young people, there are dangers that call for vigilance. Because it is often an informal mode to communicate, it can create the potential for communication to be misunderstood and team members can easily cross boundaries in their relationships with adults at risk, children or young people. Some adults intent on causing harm choose this way to communicate as a way to meet or 'groom' potential victims, children in particular.

Because of the issues surrounding electronic communication, we have taken the following guidelines to be enforced by all team members:

- Electronic communication should not be a substitute for face-to-face contact.
- All electronic communication should be for information purposes only, never for general chatter. Do not engage in text conversations.
- Private messaging via social media platforms should be avoided where possible.
- Careful consideration also needs to be taken when 'friending' or 'following' adults at risk. This is at the team member's discretion, giving thought to what boundaries and levels of transparency are appropriate. Be aware of the fact that once you are connected to an adult at risk online, they will be able to see all that you post and link to on your profile.
- Use clear and unambiguous language. Avoid using unnecessary abbreviations.

Specific guidelines on the use of electronic communication with under 18s (the above also apply)

Used in an appropriate way, electronic media can be extremely helpful and enable sharing of information in a way which is natural and accessible for young people.

Some guidelines:

- Electronic communication should not be used to contact children of primary school age.
- Electronic communication should never become a substitute for face to face contact with young people.
- Text messaging, email and official church social media accounts are the main forms of communication that can be used. Team members should not use their personal social media accounts to communicate with young people.
- Parents or carers must give permission for team members to communicate electronically (via the registration forms) and team members must only communicate with young people for whom appropriate permission has been given.
- Only team members who have been appointed to the youth team under the church's agreed safeguarding procedures should communicate in this way to children or young people on behalf of the church.
- Ideally, text messaging should be done using a 'one way' SMS broadcast system or similar, to avoid team members publicising their own mobile numbers.
- Team members must not put pressure on a young person to reveal their contact details.
- If a young person uses this form of communication when they are in need or having a crisis, the interaction should be reported to the MTL for Youth/Youth Pastor, in line with the guidelines on one to one interaction. Any safeguarding concern should be referred according to the procedure in this policy.
- Special consideration in this area is needed in a couple of cases:
 - Team members who are young people or young adults and communicate electronically with under 18s because of friendships formed independently of their

role as a team member – i.e., they've been school friends, in the same youth group etc.

- Team members who have relationships with specific young people outside of the church context, within which it would be normal for them to communicate electronically - i.e., they are family members or close family friends etc.

In these cases, team members should not necessarily be expected to cease this communication altogether. However, they should exercise caution to ensure they are not putting themselves or others at risk and conduct themselves in a way that is appropriate given their position within the church, avoiding the potential for misinterpretation or appearance of favouritism.

What happens if... (adults at risk scenarios)

I am mentoring or meeting an adult at risk one to one

- Before the event, the date/time/venue of any pastoral visit must be passed onto the Pastoral Care (PC) Coordinator to be included in the Pastoral Visiting Diary (which is held by the PC coordinator). Any notes regarding any follow up actions must also be included in this information.
- Depending on the individuals concerned, it may be appropriate to suggest meeting outside a home environment or for two pastoral visitors to attend. This provides a higher level of transparency and accountability.
- If this conversation leads to a safeguarding concern, see the advice on reporting concerns of abuse (page 17).
- Confidentiality should be respected at all times (even for the purposes of prayer) unless harm is suspected or disclosed, in which case only the Designated Person should be informed. If in doubt, speak to the Designated Person (with all names omitted) for clarification.
- The Pastoral Care policy should be read, understood and abided by (*available on request from the Church Office.*)

An adult at risk asks to have an impromptu conversation in private

- In some instances, a second team member should be present (especially if the team member is of a different gender to the adult at risk). This depends upon the nature of the conversation expected as well as the individuals concerned.
- If possible, the conversation should occur in a corner of a room where others are present. If this is not possible, the conversation should be held in a room with a clear view in and out, ideally with the door open.
- Where possible, another adult should be in the church building and both the team member and adult at risk should know where they are.
- All team members should be aware of these guidelines as people will approach whomever they feel most comfortable with.

- If this conversation leads to a safeguarding concern, see the advice on reporting concerns of abuse (page 17). If not, it still may be appropriate to note the conversation down and inform the appropriate Group Leader.
- There is a recognition that these conversations can sometimes take place in the pastoral care worker's home. In these situations, extra care must be taken to follow all appropriate guidelines and the visit should be reported to the Pastoral Care Coordinator or the Senior Minister. Where appropriate, the pastoral care team member should attempt to ask another team member round to assist in the situation.
- All key holders must read and abide by the Lone Working Policy and Procedures (*found in the Safeguarding Additional Documents Bundle*).

Abuse of Trust

A relationship between a team member and an adult at risk or child is a 'relationship of trust'. As such, the relationship is not one of equal partners and there is potential for the trust to be abused by the team member.

It is important for all team members to be aware of this issue and for extra vigilance against abuse of such a relationship.

It is always wrong for a team member to enter into a sexual, or otherwise romantic, relationship with an adult at risk or child. This is even true if the relationship is consensual as the element of inequality in the relationship ensures that there is more power held by one side of the pair.

Young Team Members (inc, young adults and young people)

These lines can become blurred in the case of young team members but the following line should be taken by the church: if a young adult, or young team member, was to enter into a romantic relationship with someone under their care, it must be made clear to them that they must either forfeit their leadership role or cease their romantic relationship.

In order to limit this potential issue, there must be a gap of four school years between young team members and the children of the group they are taking a role in.

Safe Premises and Safe Community

There is an important balance in safe practice that we must aim for. It is the balance between removing all risk from the life of the church and allowing an element of healthy risk to remain. Some degree of risk in life is unavoidable. Part of an individual's development is in learning to live in a world that can sometimes be threatening and harmful. It is also to be noted that: "All children both need and want to take risks in order to explore limits, venture into new experiences and develop their capacities, from a very young age and from their earliest play experiences." (Quoted by the Play Safety Forum 2002)

In light of this, the church should seek to minimise the occasions for unnecessary risk by developing a sensible culture of safety when working with children and adults at risk. The following guidelines are to be followed in our effort to work towards best practices.

Some of the following points refer to issues connected specifically to children. These have been highlighted in the section titles.

Children: Parental Consent

As well as providing information about the activities of the church to parents, it is also essential that the church gains the following information from parents regarding their children:

- Full name
- Address
- Home telephone number and alternative number(s) in case of emergency
- Date of birth
- Details of any medical conditions or of any food or drug allergies
- Details of any behavioural issues or other matters that might be relevant
- A signed consent of the parent/carer

Specific consent should also be obtained for the following:

- Emergency medical treatment
- Travel arrangements when transport is being provided
- Taking the child or young person off the church premises for occasional activities
- Overnight activities
- Use of the child's photograph or recording in church publicity material, on the church website or on social media
- Electronic communication
- Praying *with* the individual child in any arena
- For children up to the age of 7, consent regarding who is entitled to collect the child from a group and a point regarding assistance while toileting.

Templates for Parental consent forms can be found on pages 54 and 55.

Parents should be provided with the following information:

- Name and contact number for the Group Leader.
- Information regarding the activity the child or young person is attending.
- Contact details for the Designated People for Safeguarding.

The Group Leaders are responsible for ensuring the consent forms have been obtained and they must have easy access to them during the activity times for use in an emergency.

Consent, and up to date information, must be sought annually.

Records of children or young people who have stopped attending should be kept until the child reaches 18.

Children: Registers

Each group must have a register specific to their group and the children and young people who attend. A register must be taken each time the group meets (including those groups that meet in homes) and should include:

- Name of children present
- Date of session
- Names of team members present
- Emergency contact numbers (if appropriate) for easy reference
- Space may also be kept for a record of any minor incidents or notes. All safeguarding incidents should be recorded on an Incident Report Form – see page 47 (*Please note: any accidents should be recorded on an Accident Report Form, and placed on the Church Administrator's desk.*)

Current registers should be stored in a locked cupboard in the group's meeting room while old registers should be kept in a locked cupboard in the church office. The gathering of these registers is the responsibility of the relevant Group Leader.

Registers should be stored until the young people detailed reach the age of 18.

Children: Ratios

A number of factors must be taken into account when assessing the ratio for any particular activity or group:

- Any children with special needs
- Any children with behavioural problems
- How manageable is the venue?
- How will you manage in an emergency?
- Gender balance

The following table represents recommended minimum ratios of adults to children (please remember that helpers under the age of 18 count towards 'children' rather than 'adults'). Please note that the ratios below are based on national guidelines. As such, these cannot take into account the full range of children's abilities, any special needs or group activities that may impact upon each weekly session. Consequently, each week it is the responsibility of the Group Leader to informally assess the risks associated with both the particular group activities to be carried out as well as the safe evacuation of the children and team members in the event of a fire. The number of adult team members should be adjusted as appropriate.

Any questions regarding the safe evacuation in the event of a fire should be referred to the Chief Fire Steward.

AGE RANGE	RECOMMENDED MINIMUM FOR INDOOR ACTIVITIES	RECOMMENDED MINIMUM FOR OUTDOOR ACTIVITIES
0-2 years ¹	1:3 <i>(minimum 2 adults present)</i>	1:3 <i>(minimum 2 adults present)</i>
3 years	1:4 <i>(minimum 2 adults present)</i>	1:4 <i>(minimum 2 adults present)</i>
4-7 years	1:8 <i>(minimum 2 adults present)</i>	1:6 <i>(minimum 2 adults present)</i>
8-12 years	2:20 <i>(with one additional adult for every 10 additional children)</i>	2:15 <i>(with one additional adult for every 8 additional children)</i>
13+ years	2:20 <i>(with one additional adult for every 10 additional children)</i>	2:20 <i>(with one additional adult for every 10 additional children)</i>

Note for Crush (ages 0-3):

- If a parent decides to stay in the group for the sole purpose of caring for their child for the duration of the session, it must be made clear to them that neither the child nor themselves will be counted in any ratios.

¹ Note: A suitable fire risk assessment (together with the Chief Fire Steward) must be undertaken every 6 months due to the changing ability of children of this age.

- It should also be made clear to the parents that were they to stay for a prolonged period (not counting getting their child settled) and then wish to leave the child in the group's responsibility, permission from the session leader must be sought as to whether the ratios allow it.

When ratios fall below the required level (one-off situation)

- Determine whether it is safe to continue with the planned programme. Can you change the activity or manner of working to make things safer? Can you meet together with another group?
- If children's safety is being put at unacceptable risk then the event should be cancelled. The event should be cancelled if the reduced staffing will lead to one adult being alone with an individual or group of children or young people.
- Write a report detailing:
 - The circumstances that led to the reduced staffing levels.
 - The actions that were taken to reduce the risk to the children.
- Give a copy of the report to the appropriate Designated Person for Safeguarding

When ratios fall below the required level (on-going situation)

- Are there ways of adapting the programme that would reduce the level of risk?
- Could the group meet at the same time as another group so that in the event of an emergency additional staff cover is available on the premises?
- Could a cap be placed on the number of children or young people attending the group to keep the ratio within manageable limits?

If a Group Leader wishes to propose that a group runs with below the recommended number of team members, a full risk assessment needs to be brought to the Trustees to properly inform the decision which is theirs to make, and of which they are ultimately responsible for. The decision, and its reasons, must be noted in the Trustees' Meeting's minutes along with the approved risk assessment.

In no circumstance should the Trustees plan to continue running a group where only one adult will be present with children or young people.

Splitting a children's group across more than one room

- It is noted that in some situations an activity or event may occupy more than one room (for example, youth club may use the Hall, Foyer and a side room or a Sunday morning youth group may break into 2 small groups for bible study or prayer time).
- In these situations, it is not necessary for every room to have 2 adults present, so long as the minimum ratio for the group as whole has been met.
- The Group Leader should however consider any specific risks when deciding how to split the groups and ensure that, if a team member is on their own with a small group, that it is possible for them to communicate with other members of the team if needed (such as by leaving doors open, using 2 way radios or similar).

Health and Safety

The church's named Health and Safety Officer should work together with the other leaders of the church in order to ensure that the church's Health and Safety Policy and Procedures are implemented with children and adults at risk in mind.

All team members should be given clear instruction on what to do in the event of issues of Health and Safety, Fire and First Aid emergencies.

Risk Assessments

A risk assessment must be done annually, and checked, updated and initialed six months in, for each activity or group run by the church. The church's template for risk assessment can be requested from the church office.

The risk assessment should be done by the Group Leader.

It may be that while a general risk assessment done at the beginning of the year will cover most activities, a specific risk assessment is needed for any activities that are out of the ordinary.

Language and accessibility

The language used at church services and church events should be adjusted appropriately for those attending. This includes thinking through the level of understanding for those present as well as taking into account more personal issues (for example, referring to God as 'Father' can be difficult for some). This does not preclude drawing people out of what they currently know, but does require some sensitivity, awareness and wisdom.

Outings/Overnight Events

For all events when children and adults at risk are taken off church premises:

- A special risk assessment must be carried out.
- Parents of children should be informed in writing of the arrangements.
- A large group should be split into smaller groups, each with a team member. This should happen even if the whole group is to remain together. The responsible adult should have a written list of those individuals they are responsible for.
- Where possible, travel arrangements should be made where team members take the same group to and from an activity. This will reduce the chance of someone being left behind.
- A note should be made of any particular medical, behavioural or dietary needs of the adults at risk and children on the outing.

For overnight events:

- Special note must be taken of emergency procedures and all team members should be aware of them.
- Parental consent must be gained for overnight events with children, together with a contact number for nighttime emergencies and any special dietary or medical requirements.
- Parents/carers should be given the contact details of the venue and a designated leader for the event.

- Males and females should sleep separately and team members should be of both genders (if both gender are going to the event).
- In all possible circumstances children, adults at risk and team members should avoid sleeping in the same room.
- A qualified first-aider should be on the team.
- If the event covers 24 hours plus, the person responsible for catering should ideally hold a Basic Food Hygiene Certificate.
- Check the insurance of any building in which you are sleeping.
- Know where gas, water and electricity can be turned off (note: this should never be done in the church building).
- Know where the nearest hospital is and consider whether you need to contact the police to inform them of your intentions (especially if the venue is not normally used as an overnight venue) and, depending on circumstance, the fire brigade too.
- Provide a kit list for everyone.
- All outdoor activities should be led by someone qualified for the role.

Welcoming Children into an All-Age Community

There are occasions in the life of the church when boundaries become blurred and it is not at all clear whether the church is taking responsibility for the care of children or whether the children, while on church premises, are still in the care and responsibility of their parents. As such, attention needs to be paid to providing children with a safe environment during these times. They may include: before or after services, family services, social events or rehearsals for productions.

General points:

- The whole church membership needs to be as aware as possible of the importance of safeguarding for such occasions as these.
- Communication needs to be clear to parents regarding the times when they are responsible for their children as opposed to the church being responsible for them.
- When children are on the premises, the church is also held responsible for the issues of Health and Safety.
- No child under the age of 8 should be on the premises (and not in a group) unless they are accompanied by an adult.

Before and After Services

- Children aged 7 and under should be picked up from their group by a responsible adult. This is when responsibility reverts back to the parent from the Group Leaders.

- Possible hazards and risks should be noted to church members and parents including those connected with children running off together to play in rooms alone, stairs, hot drinks and being out in the square unaccompanied.
- The key holder should thoroughly check the building before locking up in order to ensure that no one is left in the church.

Family Services

- Parents and carers remain responsible for their children and young people during these times. Any parents or carers who send their children along unaccompanied must have a conversation with the church regarding the supervision of their child.

Rehearsals and Performances

- While it is not essential that everyone within a production must have a DBS check to be in contact with the children involved, it must be noted that adequate safeguarding provisions (including for areas such as changing rooms) must be put in place in line with this policy and procedures.
- Where schools are invited into the church for events, it must be made clear to teachers and organisers that safeguarding is the responsibility of both the church and the school while the children are on site.

Photography, Recording and Live Streaming

Consent and Distribution

- Signed consent must be gained from parents and carers regarding the use of photos, recordings and live streaming of footage containing children. Consent of the child (where possible) should also be gained.
- When photos, recordings and streamings are made at public events people should be made aware via verbal and written notices that they can opt out of any group photos or recordings by speaking to a team member. Smaller group and individual photos and recordings are only permissible when individual consent is gained.
- Special church services, from time to time, may be recorded or streamed with the consent of the Safeguarding Trustee. On such occasions parents will be informed that the service is being filmed or streamed via a notice on the screen.
- Children should not be named on displays or in photos sent to the press.
- Photos or recordings should not be taken of individual children and distributed on the website, social media or the press without clear, specific consent from a legal guardian.

Other notes

- Team members recruited by the church are permitted to take photos and/or recordings as long as they do so in accordance with the guidelines given and at the request of the session

or Group Leader. Others may also take pictures/recordings at the discretion and behest of the Group Leader.

- Photographs and recordings should be stored on a PC with password protection and kept only for as long as is necessary.
- Photographs and recordings may also be stored on cloud services such as Dropbox, Onedrive, Google Drive and similar. If using these services, access should be restricted to those requiring access for ministry purposes and all those with access should be reminded not to distribute them more widely.
- Team members should be wise about what photos and recordings they store on their phones and tablets, for how long and for what purpose.
- A notice regarding the church's use of photos, recordings and live streaming is to placed on our church information notice board and in each month's Life newsheet.

Other User Groups

- Any group using the church should have their own Safeguarding Policy if relevant. This needs to be stipulated on the hiring agreement.
- It is not the church's responsibility to ensure that the group is following their policy but if they are found in serious breach of their policy (decided by the Trustees), the church should consider terminating their rental agreement.
- One-off private hirers need not have a policy but should be encouraged to show due care and attention.

Maintenance Personnel

In some situations, outside contractors may need to be on the premises when there are groups meeting. This should be avoided if at all possible; general maintenance should never be scheduled for a time when children and adults at risk are on the premises. However, if it is necessary (for unanticipated works) the following guidelines should be met:

- The personnel should be accompanied at all times by someone who has a DBS check for the church.
- The personnel should sign in and have a visitor badge on them at all times.
- It should be made clear to the leaders of the service/activity beforehand about the presence of the personnel and the impact upon the working of the group.
- Where possible the work should not be done in the areas where people are meeting, and doors should be shut to prevent easy access.

Working with alleged or known offenders

If it becomes known that within your congregation there is an offender or someone against whom a serious allegation has been made, your local association should be contacted without delay. There are several processes which will need to be followed, but each one is dealt with on a case by case basis, and the WEBA Safeguarding Contact will have the expertise to help your church at each step.

The Processes

The WEBA Safeguarding Contact will support and advise the church through these processes and will have all the information you will need –**please do not attempt to address this issue without contacting them.**

The Safeguarding Team must be the ones to work with the alleged or known offender. This group will liaise with the local association and statutory authorities where necessary.

A risk assessment is carried out to determine the level of risk that the alleged or known offender poses.

A formal agreement is written and then agreed by the alleged or known offender. This lays out the conditions under which they can attend church services and various other activities organised by the church.

The formal agreement is reviewed at regular intervals (not less than annually and when circumstances change) by all parties.

A press statement is prepared and written in advance, where appropriate.

It is important that no information about the alleged or known offender or the formal agreement is shared with anyone outside of the Safeguarding Team without the individual's knowledge, and that confidentiality is strictly maintained.

Incident Report Form

For accidents, please use an Accident Report Form

[This report form is for the purpose of keeping a record of reports made to the Safeguarding Team. A separate form for records made by the Safeguarding Team can be found in the Safeguarding Additional Documents Bundle. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.]

Name of team member
Name of group
Name of child or adult at risk
Date & time of incident

Nature of incident (body map and space for further notes overleaf):

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.....

Have you made a full written record of the incident? Yes ☐ No ☐

Who have you spoken to about your concerns?

Child or adult at risk: Yes ☐ No ☐

Carer: Yes ☐ No ☐

Group Leader: Yes ☐ No ☐

Other: Yes ☐ No ☐

Social Services: Yes ☐ No ☐

Name

Name

Name

What feedback have you received?

.....
.....
.....
.....

How has the incident been followed up?

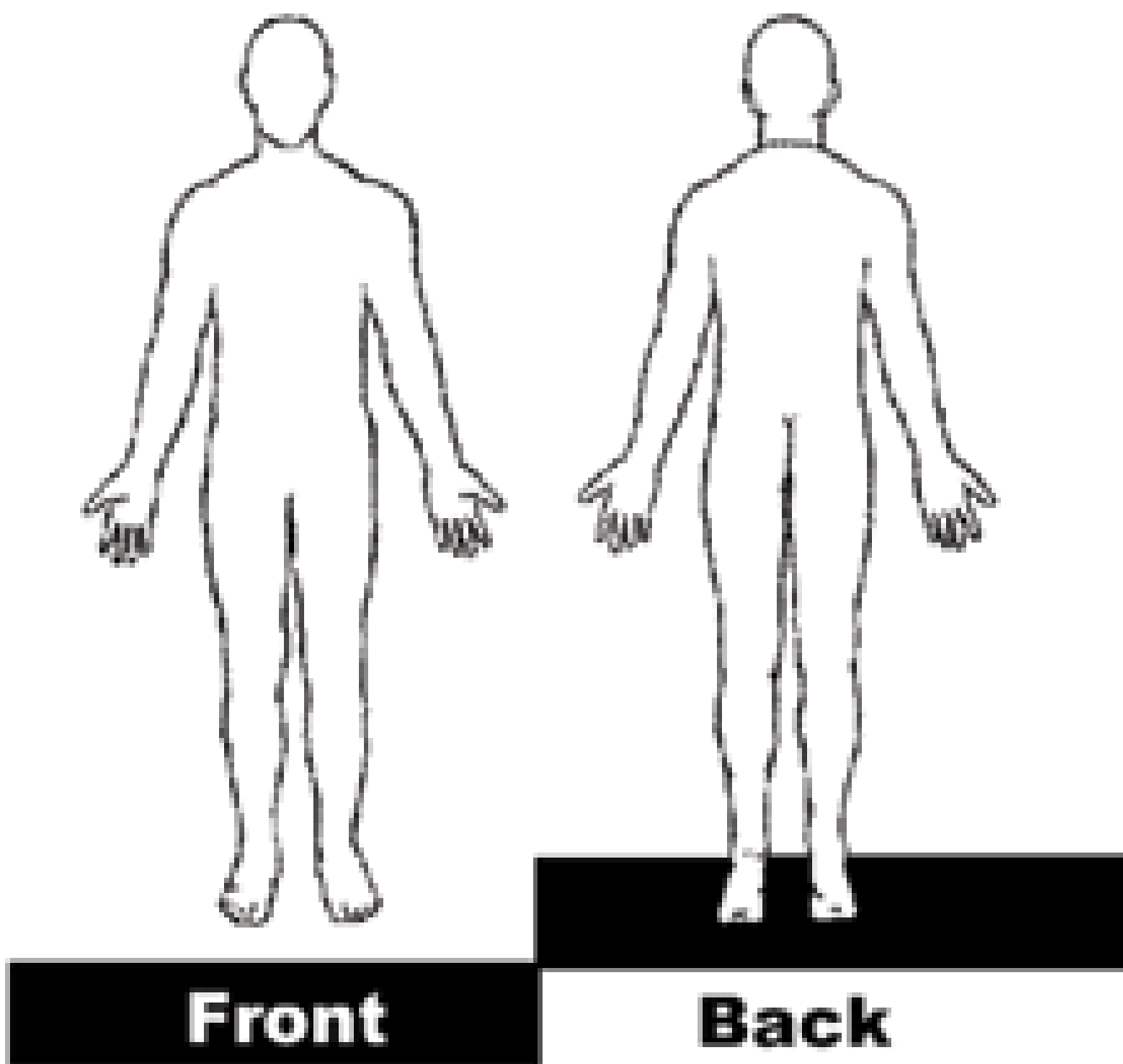
.....
.....

Signature of team member:

Date and time:

Signature of Designated Person:

Date and time:



Are there any other notes you wish to make?

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Application for Voluntary Work with Children or Adults at Risk

We ask all prospective team members with children and adults at risk to complete this form. If there is insufficient room to fully answer any question, please continue on a separate sheet. The information will be kept confidentially by the church, unless requested by an appropriate statutory authority.

PART ONE: Personal Details

Full name

Other names by which known in past

Address

.....

Postcode

How long have you lived at the above address? Years

If less than 3 years, please give previous address(es) with dates

From/...../..... To/...../.....

From/...../..... To/...../.....

Address

Address

.....

.....

Postcode

Postcode

Telephone Number (landline and mobile if possible)

Have you worked and/or volunteered in any other counties in the past 5 years?

.....

.....

PART TWO: Experience and skills

Please tell us about your Christian experience (i.e. how long have you been a Christian, which church(es) have you attended (with dates), any activities undertaken):

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Please give details of previous experience of looking after or working with children and/or adults at risk. Please include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity:

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.....
Do you suffer, or have you suffered any illness which may directly affect your work with children or adults at risk?

Yes ☐ No ☐

If yes, please give details:

.....
.....

PART THREE: References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. Neither of these can be related to you in any way. At least one referee should be external to the church. (Any issues with only obtaining one church reference should be taken up with the Safeguarding Administrator who will take advice from the Safeguarding Trustee.) If you have experience working with children and/or adults at risk, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name

Name

Address

Address

.....

.....

.....

.....

Postcode

Postcode

Tel number.....

Tel number.....

Connection

Connection

with you

With you

Photo/Recordings Consent

In some circumstances, photos or recordings of your group may be displayed on the internet (on the church website or via social media) or on a church notice board. If you are happy to be included on those photos, please indicate where asked to do so below. You can rescind this permission at any time.

Yes ☐ No ☐

Criminal Record Declaration

To be completed every year. Date.....

As stated in the application process, because of the sensitive nature of the duties you will be asked to undertake in this post working with children and/or young people, and/ or adults at risk you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for is excepted from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, whether spent or unspent.)

Yes ☐ No ☐

If yes, please give details of offences, penalties and dates:

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.....
.....

Is your name on the Department for Education and Skills (DfES) List , the Department of Health (DoH) or National Assembly of Wales Protection of Children Act Lists as being a person considered unfit to work with children and young people?

Yes ☐ No ☐

If yes, please give details:

.....
.....
.....
.....

By signing this form, you are also agreeing to inform the church should any of these answers change, throughout your time of service for the church within any capacity, the children's and or youth and or adults at risk ministries.

I confirm that the information I have given on this form is correct and complete.

Signed Date

Please note that the information given on this form will be kept securely and will remain strictly confidential.

Reference Form

Private and Confidential

Section 1 (To be completed by church)

Name of volunteer

has applied to work with children and/or adults at risk for Clevedon Baptist Church.

His/her responsibilities will include:
.....

Section 2 (To be completed by the referee)

Name of referee

What is your relationship/connection with the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer's ability to work with, and relate to, children and adults at risk?
.....
.....

What are the gifts and experience the volunteer will bring to the role?
.....
.....
.....

Please comment on the volunteer's honesty and reliability
.....

To your knowledge, is there anything about the volunteer's past behaviour, their character or attitude that gives you any cause for concern about their suitability to work with children or adults at risk?
.....

Are there any other comments you would like to make about the volunteer?
.....
.....

(Please continue any of your answers over the page if necessary.)

Signed Date

Consent Form for under 18s undertaking a leadership role within a church ministry

Ministry Area:

Names of responsible adults (mentor first):

.....
.....
.....

Full name of young person:

Date of Birth: ____/____/____

Address:.....

Postcode:

Contact telephone number:

Email:

Second contact number for emergencies:

Whilst in our care it is important that we know whether your child suffers from any allergies, is on any medication or has a health or behavioural issue:.....

.....
.....

Name of doctor:

Phone number of surgery:

Data Protection

I DO / DO NOT (please delete as appropriate) give permission for my young person to be photographed and/or videotaped during group activities and for the photographs to be displayed on a group display:

- Within Clevedon Baptist Church groups and activities YES / NO
- On the church website and social media as part of group display (please note that names will never be displayed) YES / NO

Declaration

I give permission for my son/daughter to take part in the planned activities of the ministry in which they are serving.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anesthetic

Yes ☐ No ☐

Signed (parent or adult with parental responsibility)

Printed name Date ____/____/____

Registration and Consent Form for 7s and under

Full name of child/young person:

Date of Birth: ____/____/____

Address:..... Postcode:

Contact telephone number:

Email:

Second (and third if possible) contact number for emergencies:

Names of those permitted to pick your child up:

.....

Do you give permission for a team member to assist your child, if necessary, when they go to the toilet? Yes ☐ No ☐

Do you give permission for a team member to pray with your child if an appropriate situation arises? Yes ☐ No ☐

Whilst in our care it is important that we know whether your child:

- Suffers from any allergies inc. dietary

.....

- Is on any medication

- Has any health condition, behavioural issues or disability that we should know about

.....

.....

Name of doctor:.....

Phone number of surgery:

Data Protection

In some circumstances, photos or recordings of your child's group may be displayed on the internet (on the church website or via social media) or on a church notice board. If you are happy for your child to be included on those photos, please indicate here. You can also rescind this permission at any point.

Yes ☐ No ☐

I consent to be contacted about:

	Phone	Email	Post
JUICE (includes all events and groups in our children's ministry)			
Any other groups or events, run in full or part by CBC, which may be of interest to you			

Please see our JUICE/Youth Work privacy statement for more information on how we keep your data safe.

Declaration

I give permission for my son/daughter to take part in the planned activities (if appropriate, see calendar for information) of any of the church groups that they attend.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anesthetic

Yes ☐ No ☐

Signed (parent or adult with parental responsibility)

Printed name Date ____/____/____

Registration and Consent Form for 8-11 years

Full name of child/young person:

Date of Birth: ____/____/____

Address:..... Postcode:

Contact telephone number:

Email:

Second (and third if possible) contact number for emergencies:

Names of those permitted to pick your child up:

.....

Do you give permission for a team member to pray with your child if an appropriate situation arises? Yes ☐ No ☐

Whilst in our care it is important that we know whether your child:

- Suffers from any allergies inc. dietary
- Is on any medication
- Has any health condition, behavioural issues or disability that we should know about

.....

.....

Name of doctor:

Phone number of surgery:

Data Protection

In some circumstances, photos or recordings of your child's group may be displayed on the internet (on the church website or via social media) or on a church notice board. If you are happy for your child to be included on those photos, please indicate here. You can also rescind this permission at any point.

Yes ☐ No ☐

I consent to be contacted about:

	Phone	Email	Post
JUICE (includes all events and groups in our children's ministry)			
Any other groups or events, run in full or part by CBC, which may be of interest to you			

Please see our JUICE/Youth Work privacy statement for more information on how we keep your data safe.

Declaration

I give permission for my son/daughter to take part in the planned activities (if appropriate, see calendar for information) of any of the church groups that they attend.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anesthetic

Yes ☐ No ☐

Signed (parent or adult with parental responsibility)

Printed name Date ____/____/____

Volunteer Agreement Form

Name of team member

Name of group

We welcome you as

You are joining a team which, together with the whole church, commits itself to the care and nurture of children and adults at risk. On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is:

She/he is there to discuss any matters of concern you may have.

The responsibilities of your role are:

.....
.....
.....

You would be responsible to

You would be responsible for

Once a year you will have the opportunity to talk about your work, and, if you wish to continue, we will discuss your development and training as appropriate.

Working with children and adults at risk is a responsibility, but it also brings great rewards. We hope you will enjoy your work.

Signed (Group Leader)

Date

Declaration (to be completed by the team member)

I understand the nature of the work I am to do. I have read the church's guidelines for safeguarding. I understand that it is my duty to protect the people with whom I come into contact. I agree to abide by the policies and procedures agreed by the church for the protection of children and adults at risk.

Signed Date

If the person is appointed to a new role, or if the job description changes a new form should be completed.

Job Description for Voluntary Post

Ministry Area: _____

Job Title: _____

The aims of the group are:

Summary of the responsibilities involved in the role:

What time commitment is expected:

If applicable, what time for arrival and departure can be reasonably expected on a regular basis:

Please note, as you have signed on the Application form, you will be expected to work within the procedures and guidelines outlined in the Safeguarding Policy you have been given. You may also be required to apply for a DBS check as well as attend any relevant safeguarding training.

Informal Interview with Prospective Group Leaders/Team Members

Name of Group Leader: _____
Name of Team Member being interviewed: _____
Date: _____
Venue: _____

Do they feel called to this ministry?
Why or why not?

What are their gifts, abilities and
motivation for working with children
or adults at risk?

Do they fully understand the role to
which they feel called? (This is a good
time to ensure that the Volunteer
Agreement form and Job Description
form have been seen, understood and
signed.)
Any relevant past experience?

If relevant, any particular reasons for moving on from any previous work in a similar area?

If there is anything that requires clarification in the individual's behaviour, past, application form or anything else?

Have they been given a copy of the Safeguarding Policy?
Are they aware of the safeguarding policy? Have they read it and understood it?

Do they have any specific areas in which they would appreciate training or any particular areas of the ministry in which they would enjoy trying out?

Any other questions? This is a time for the team member to ask any questions they may have about the position, the activity or the church.

Any other notes

Signed: _____ (Group Leader)

Signed: _____