



SAFEGUARDING POLICY & PROCEDURES 2021

DEFINITIONS OF TERMS	4
INTRODUCTION	4
SECTION 1 – SAFEGUARDING POLICY STATEMENT	6
SECTION 2 - SAFEGUARDING PROCEDURES	8
INTRODUCTION	8
2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO, RECORDING AND REPORTING ABUSE	9
2.1.1 What to do if Abuse is Suspected or Disclosed	9
2.1.2 Responding to Concerns.....	10
2.1.3 Responding to Concerns Raised about Adults at Risk	11
2.1.4 Allegations Against Workers	11
2.1.5 Abuse of Trust	12
2.1.6 Allegations Made Against Children and Adults at Risk.....	12
2.1.7 Pastoral Care	13
2.2 SAFER RECRUITMENT	14
2.3 SAFER BEHAVIOUR	15
SECTION 3 - BEST PRACTICE GUIDELINES.....	18
3.1 – WORKING WITH CHILDREN	18
3.1.1 Ratios.....	18
3.1.2 Children with Special Needs.....	18
3.1.3 Visiting Children, Young People or Adults at risk at Home	18
3.1.4 Children with no adult supervision or/and consent.....	19
3.1.5 Mentoring.....	19
3.1.6 Peer Group Activities for Children & Young People	20
3.1.7 Physical Contact	20
3.1.8 Electronic Communications - Cyber Safety	20
3.2 WORKING WITH ADULTS AT RISK.....	22
3.2.1 Premises	22
3.2.2 Language	22
3.2.3 Worship	22
3.2.4 Insurance	22
3.2.5 Financial integrity	22
3.2.6 Photographs	23
3.2.7 Computers.....	23
3.2.8 Record keeping.....	23
3.2.9 Pastoral Relationships	23
3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises	24
3.3.1 Consent forms	24

3.3.2 Health and Safety	24
3.3.3 Fire.....	24
3.3.4 First Aid.....	24
3.3.5 Supervision of Groups	25
3.3.6 Food Hygiene.....	25
3.3.7 Risk Assessment	25
3.3.8 Insurance	25
3.3.9 Transport	25
3.3.10 Outings and Overnight Events involving Children.....	27
3.3.11 Outings and Overnight Events involving Adults at Risk.....	28
3.3.12 Hiring of Church Premises	29
3.4 SAFER COMMUNITY	29
3.4.1 Bullying	29
3.4.2 Working with Alleged or Known Offenders	30
3.5.1 SAFER PERSONAL DATA.....	32
SECTION 4 - USEFUL CONTACTS.....	33
APPENDIX 1 - DEFINITIONS OF ABUSE	34
APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS	37
APPENDIX 3 – SAFEGUARDING INCIDENT FORM (CHILDREN) (ONLY USE IF CAN'T GAIN ACCESS TO MYCONCERN).....	40
APPENDIX 4 – SAFEGUARDING INCIDENT FORM (ADULT)(ONLY USE IF YOU CAN'T GAIN ACCESS TO MY CONCERN)	42
APPENDIX 5 – SIGNS OF ABUSE.....	44
APPENDIX 6 – CONTRACT FOR EX-OFFENDERS (SAMPLE)	46
For more information.....	50

DEFINITIONS OF TERMS

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

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

'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'.

INTRODUCTION

5.3 Leadership Safeguarding Statement

The Church Leadership recognises the importance of its ministry/work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

1. The following statement was agreed by the leadership in June 2020.
2. This place of worship/organisation is committed to the safeguarding of children and vulnerable adults and ensuring their well-being.
3. Specifically:
 - a. We recognise that we all have a responsibility to help prevent every type of abuse against children (those aged 0-11 years of age) and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
 - b. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm, lack of care or neglect.
 - c. All children and young people have the right to be treated with respect, to be listened to, and to be protected from all forms of abuse.
 - d. We recognise that we all have a responsibility to help prevent every kind of abuse of adults at risk and to report any such abuse that we discover or suspect.
 - e. We recognise the personal dignity and rights of adults at risk and will ensure all our policies and procedures reflect this.
 - f. We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
 - g. We undertake to exercise proper care in the appointment and selection of all those who will work with children and adults at risk.

We are committed to:

1. Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
2. Respecting the rights of children as described in the UN Convention on the Rights of the Child.
3. Implementing the requirements of legislation in regard to people with disabilities.
4. Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
5. Keeping up to date with national and local developments relating to safeguarding.
6. Following any denominational or organisational guidelines in relation to safeguarding children and adults in need of protection.
7. Supporting the safeguarding co-ordinator/s in their work and in any action they may need to take in order to protect children/adults at risk.

8. Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this place of worship/organisation.
9. Supporting parents and families, recognising the need for appropriate confidentiality.
10. Nurturing, protecting and safeguarding of children and young people
11. Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work.
12. Supporting all in the place of worship/organisation affected by abuse.
13. Adopting and following the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

We recognise:

1. Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
2. Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
3. Where working outside of the UK, concerns will be reported to the appropriate agencies in the country, in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
4. Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures bi-annually.

If you have any concerns for a child or adult at risk then speak to one of the approved safeguarding co-ordinators for this place of worship/organisation.

- Lucy Ditchburn Lead Designated Person for Safeguarding (DPS)
- Tineka Edwards Deputy Designated Person for Safeguarding (DPS)
- Donna Knight Deputy Designated Person for Safeguarding (DPS)
- Phil Wheeler Deputy Designated Person for Safeguarding (DPS)

A copy of the full policy and procedures is available from the church office as well as on our website.

Signed by leadership/organisation

Signed

Date

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR BROADMEAD COMMUNITY CHURCH

Our vision

The vision statement of Broadmead Community Church is ‘We exist to grow in our knowledge and love of God and each other, to create a welcoming and accepting community and to actively demonstrate the Father’s heart to those in our local area and beyond’.

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community.
- Run activities for children and adults at risk.
- Make our premises available to organisations working with children and adults at risk.

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

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

- **Prevention and reporting of abuse**

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

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

Safe recruitment practices in line with our Safe Recruitment Policy will be employed in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

- **Respecting children and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

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

Safeguarding contact points within our church

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

Designated Persons for Safeguarding (DPS)

They will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

- **Lucy Ditchburn** - Lead
- Tineka Edwards – Deputy
- Donna Knight – Deputy
- Phil Wheeler - Deputy

Gillian Murray, Safeguarding Trustee

They will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

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

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

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and church office and is available on our church website.
- Each worker with children and/or adults at risk will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they will follow them.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed bi-annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES

INTRODUCTION

The safeguarding procedures set out how your safeguarding policy is implemented in all the services, groups and meetings that are part of the life of your church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures, and we strongly recommend that those in leadership roles attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through the CBA) to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within your church. It is vitally important that these procedures are well known and that all those working with children and/or adults at risk in your church have the information and training needed to work with these procedures.

All church workers (paid and voluntary) who work with children and/or adults at risk will attend the next available BUGB Level 2 Excellence in Safeguarding training. s. All workers will renew training every three years.

All new workers must access and read The Baptist Union of Great Britain's an '*Introduction to Safeguarding*' guide for new workers (paid and voluntary) that is available free of charge from the Baptist Union website or via the following link.

<https://www.baptist.org.uk/Publisher/File.aspx?ID=188322&view=browser> B

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

2.1.1 What to do if Abuse is Suspected or Disclosed

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

Everyone has his or her part to play in helping to safeguard children and adults at risk within the life of the church:

- If the behaviour of a child or adult at risk gives any cause for concern.
- If an allegation is made in any context about a child or adult at risk being harmed.
- If the behaviour of any individual towards children or adults at risk causes concern.

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Ask open ended questions, often including ‘where’, ‘why’, ‘what’, ‘when’, ‘how’ or ‘Tell me more about that’. • Try to be reassuring & remain calm. • Explain clearly what you will do and what will happen next. • Try to give them a timescale for when and how you/the DPS will contact them again. • Act – don’t ignore the situation. • Be supportive. • Tell them that: <ul style="list-style-type: none"> They were right to tell you. You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, preferably with their permission. • Be open and honest. • PROVIDE CHURCH OFFICE CONTACT DETAILS FOR ANY FURTHER SUPPORT OR ENQUIRIES 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be. • Do not pass on information to those who don't need to know, not even for prayer ministry.

2.1.2 Responding to Concerns

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

STAGE 1 – The Worker

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

The person who has the concern has a duty to:

**RECOGNISE, RESPOND,
RECORD INFORMATION AND
REPORT TO DPS**

We all must be vigilant and ready to recognise signs of abuse. Always respond calmly and in a reassuring manner.

A report must be made as soon as possible on MyConcern. This concern will be automatically passed on to one of the Church's Designated Persons for Safeguarding within 24 hours. or in writing. If uncertain about how to use this system, ensure to write word for word all details above and to contact one of the DPS as soon as possible. Treat all notes confidentially.

The written record should: be made as soon as possible after the event; use their own words where possible; it should be legible and include as much detail as possible about the nature of any concerns and description of any bruising or injuries that have been noticed; include the name, date of birth and address of the child or adult at risk if known; write down details of conversations, responses, and action taken. Remember: Who? Where? When? What?

STAGE 2 – The Designated Person for Safeguarding (DPS)

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

REVIEW AND DECIDE ACTION

The written record will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See appendix 2 for examples of possible actions.

Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

STAGE 3 – The Next Steps

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

**SUPPORT AND
REFER OR REPORT FURTHER**

Support should be offered to all parties affected by any safeguarding concerns. This could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DPS; Pastors; members of the leadership team.

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

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

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

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

2.1.3 Responding to Concerns Raised about Adults at Risk

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

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

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

2.1.4 Allegations Against Workers

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

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

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored on MyConcern, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Pastor) can access them

- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

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

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

When concerns are expressed about the Pastor

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

Central Baptist Association: Tel. 07403 722865 Email. centralba.safeguarding@gmail.com

When concerns are expressed about the church DPS or Safeguarding Trustee

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

2.1.5 Abuse of Trust

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

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

2.1.6 Allegations Made Against Children and Adults at Risk

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

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

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

When an allegation is made against a child or adult at risk the following procedure should be followed:

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

2.1.7 Pastoral Care

Following an allegation/suspicion

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

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

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

Supporting those who have experienced abuse

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

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

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

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

2.2 SAFER RECRUITMENT

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

- 1) We will develop a clear role profile and application form.
- 2) When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check.
- 3) All applicants will be asked to complete an application form and include the names of two referees.
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for.
- 5) Interviews where necessary will be carried out by at least two people, including the line manager or group leader.
- 6) Reference and Self Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

Additional checks for paid workers

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

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. At least one of the references must be external to the church; references from relatives are not accepted.

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the leadership team.

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

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

Training

It is important that all workers understand our church's agreed safeguarding procedures and attend Baptist Union of Great Britain's (BUGB's) Excellence in Safeguarding training at least once every four years. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the BUGB's **Gateway to Level 2 Excellence in Safeguarding** booklet (available in the church office) or by following this link

<https://www.baptist.org.uk/Publisher/File.aspx?ID=188322&view=browser>

All volunteers are required to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

Young leaders under 18 years of age

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

2.3 SAFER BEHAVIOUR

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

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Sexually suggestive comments about or to a child or adult at risk, even in 'fun' are unacceptable.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

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

guidelines on transport 3.3.9

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

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

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

If workers do find themselves on their own with children or adults at risk, they should:

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

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

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

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

Staff and volunteers **SHOULD**:

- Ensure the safety of all children, young people and vulnerable adults by providing effective supervision, proper planning of sessions in a safe environment.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage all not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Be positive, approachable and offer praise to promote the objectives of the group.
- Report accidents or incidents of alleged abuse or poor practice to the designated person. Administer minor first aid in the presence of others and where required refer more serious incidents to the church's "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster team work to ensure the safety of all in their care.
- Ensure the rights and responsibilities of all are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Maintain confidentiality about sensitive information at all times.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children and young people learn by example.
- Refrain from smoking and consumption of alcohol during all church activities.

Staff and Volunteers **SHOULD NOT:**

- Let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the church policies and procedures.
- Not engage in a relationship with a young person for whom they are responsible.
- Spend an excessive amount of time alone with children unless there are exceptional circumstances.
- Administer First Aid involving the removing of children's clothing unless in the presence of others.
- Abuse any other person. No type of abuse will be tolerated.

SECTION 3 - BEST PRACTICE GUIDELINES

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

3.1 – WORKING WITH CHILDREN

3.1.1 Ratios

When working with children the following recommended minimum ratios of workers to children apply:

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

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

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children, Young People or Adults at risk at Home

It is very unlikely that a leader should need to visit a child, young person or adult at risk in their own home. If there is a reason to visit, e.g. they have been in hospital, are ill or are not attending regular sessions, it

must be arranged with a parent or carer beforehand. The youth worker, Children and Family Worker or Pastoral Leader should also be informed of the time of and reason for the visit.

There will be situations when a child or young person may have been given permission to be picked up by a leader from their house. This could be to take them to an event, activity or mentoring session. If a parent or carer is not at home at the time it is advised that the leader waits outside until the child or young person is ready.

If the child, young person or adult at risk is particularly vulnerable, or if the situation around the visit is linking to a safeguarding concern, a leader may request additional support from another leader or a member of the safeguarding team.

3.1.4 Children with no adult supervision or/and consent

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Ask for an emergency contact name and phone number.
- Record their visit in a register using Child Check In.
- Ask the child if a parent/carers is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency. This information must then be added to Church Suite.
- On the occasion of a child or young person attending a community activity, give the child a consent form or children's registration form and explain it needs to be filled in and brought back next time. This information will then be stored safely on the Churchsuite database.
- If a child or young person is new to the church, ask their parent to contact the church office to set up a MyChurch Suite account. Remember visitor's information will only be stored for 3 weeks.

3.1.5 Mentoring

Mentoring is an important part of our work with under 18's that we provide at Broadmead. Mentoring is one-to-one work which can be run for short periods in times of need or can be arranged to support children and young people for longer periods in their teens. All mentoring is children and young person centred and will be tailored to their individual needs. Remember: every child and young person is different.

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

- The parents of all children and young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with. Please see Appendix XXX
- Where possible, mentoring should occur in a public place, e.g. in a café or going for a walk in an open space. Where this is not possible or appropriate, it is preferred for a mentor to arrange a session using church office space.
- A mentoring meeting should have an agreed start and end time, and the parent or carer should be aware that a meeting is taking place and where it is held.
- A basic record should be kept of dates of significant meetings and any text messages or emails.
- Appropriate boundaries should be put in place in regard to times and demand, i.e. not phoning or texting late at night, etc. Please see section 2 and our social media policy.

- A written record should be kept of issues/decisions discussed at meetings. All this will be within the church policy on data protection. See Appendix Eight
- The 'Youth Pastor' and 'Children's and Family Worker' should always be made aware of any mentoring happening within the church.

3.1.6 Peer Group Activities for Children & Young People

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

3.1.7 Physical Contact

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

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications, as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

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

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to

a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

Mobile Phones

Workers need to take care in using mobile phones to communicate with young people:

- Mobile phone use should primarily be for the purposes of information sharing.
 - Workers should keep a log of conversations/texts Relating to safeguarding on MyConcern.
 - At the start of a new way of messaging with a young person it will be clearly stated that any messages that cause concern will be shared with the worker's supervisor.
-
- Workers should use clear language when messaging
 - Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
 - Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site that is used solely for children's/youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domain.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children and Adults at Risk

Since the introduction of the Data Protection Act in 1998 and the further enhancements brought about by the General Data Protection Regulations of 2018, churches **must** be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission **must** be obtained, via a consent form, of all children and adults at risk who will appear in a photograph or video **before** the photograph is taken or footage recorded. At Broadmead this is recorded via Church Suite. We use both online and paper consent forms. Nominated leaders have access to this information.
- Always seek to gain consent when publishing pictures of clearly identifiable unnamed individuals.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children, young people and adults at risk, it is preferable to use group pictures.

- Many uses of photographs are not covered by the Data Protection Act 1998 or the GDPR 2018, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- Any photographs taken while acting as a church representative (employed or volunteer) should not be stored on personal devices. Please send them to the church office for central storage and addition to the Information Asset Register, photographs can then be deleted from personal devices.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Premises

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

3.2.2 Language

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

3.2.3 Worship

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

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

3.2.4 Insurance

We will take reasonable steps to safeguard adults at risk and will follow any specific safeguarding requirements as laid out by our insurance company.

3.2.5 Financial integrity

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.

- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

3.2.6 Photographs

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

3.2.7 Computers

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

3.2.8 Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years. All of these records must be kept in accordance with the churches data protection policy. We as a church use MyConcern software to record all our safeguarding concerns. Appropriately training is offered to all those working with children, young people and adults at risk.

3.2.9 Pastoral Relationships

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

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.

- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

3.3 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.3.1 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number using Child Check In. Parents/carers must then sign up to MyChurch Suite and create a profile for any children and young people.

In the case of a young person first attending youth club, their name, medical emergency information and a contact name and number is collected by a leader on arrival. The young person must then bring back a completed consent form the next week, which is then transferred to the church database using ChurchSuite.

3.3.2 Health and Safety

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

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

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

3.3.3 Fire

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

3.3.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

We have two first aid kits (one in downstairs kitchen and cleaning cupboard as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual..

3.3.5 Supervision of Groups

The person responsible for a group/activity must sign in at the start of the activity using Child Check in so that it is apparent who the 'responsible person' is – even if you were already in the building or are staying on afterwards. Using the Child Check in process, you also need to make sure that you keep a register so that you know who is on the premises. When the session is ended you will need to 'check out' the children or young people and close the session. Data will then automatically be transferred to the attendance section on ChurchSuite.

3.3.6 Food Hygiene

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

3.3.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. It is advisable to appoint someone specifically for this task.

3.3.8 Insurance

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

3.3.9 Transport

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

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least three years. However outside youth events drivers under the age of 21 are permitted to drive young people of the age of 18 if it is their choice to do so. This is not relating to any youth or children's work.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy, meeting legal requirements for MOTs and Tax.
- Drivers must follow correct laws to keep them safe on the roads, including laws on alcohol and drink driving, speed limits, drugs and medicines, mobile phones and seat belts.
- If a driver is anxious or uncomfortable about driving they have the right to choose to not transport passengers.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.
- In cases where there is proof of unsafe driving the church leadership have the right to ask drivers to not drive passengers until improvements are made.
- When travelling in groups it is good practise to take the same groups on the outgoing and return journey to make sure everyone stays together.

Our practice specifically for transporting children and Young People is as follows:

- Parents must always be aware of any transportation, and parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- Whenever possible, it is good practise for at least two workers to be present when transporting children as part of a church role.
- Leaders should not spend any unnecessary alone time in their car with a child or young person. In the case of someone asking to talk, this should be arranged with a parent/carer's permission in a public place another time.
- Leaders may be alone for short periods of time with a child or young person, for example, if they are the last person to take home. In these situations, leaders are asked to strategically think about who is best to keep in the car last, i.e. a young person of the same sex to leader, or least vulnerable. Leaders can also ask for the passenger to stay in the back of their car.
- Parents/carers may organise lifts amongst themselves for church events privately and this will not be the responsibility of the church or leaders.

3.3.10 Outings and Overnight Events involving Children

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

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

See Policy on Taking Groups Away Overnight.

Sleeping Arrangements

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

Adventurous Activities

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

Fire Safety

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

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

Safety

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Swim events will not be arranged without a lifeguard present. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

3.3.11 Outings and Overnight Events Involving Adults at Risk

As with outings and events for children, there are additional considerations for a group taking adults with additional needs, such as learning difficulties or mental health needs, on outings or overnight events:

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

Sleeping Arrangements

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

Personal Care

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

Activities

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

Safety

It is the responsibility of the workers to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

General safety rules will be applied as appropriate, and advice sought from the event organiser/venue about the fire evacuation procedures. A copy of the event/venue risk assessment should be included with the group leader's risk assessment.

Food Hygiene and Dietary Requirements

We will only allow trained people to prepare food and will be aware of dietary requirements at all times. Please see food hygiene and dietary requirements policy.

Consent and Medical Information

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

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

Holding and Dispensing of Medication

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

3.3.12 Hiring of Church Premises

The responsible adult for an activity held at Broadmead Baptist Church must attend a training session based on the Baptist Union of Great Britain *Guidance Leaflet PC10: Hiring of Church Premises*. Speak to the Youth Leader if interested in attending a training session.

3.4 SAFER COMMUNITY

3.4.1 Bullying

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

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

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

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

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

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

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

In order to help prevent bullying, the following procedures will be adopted within the church:

- The children and young people will be involved in agreeing a code of behaviour for their groups, which makes it clear that bullying is unacceptable.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying. This should then be displayed somewhere visible to the whole church.
- All allegations of bullying will be treated seriously, and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated, and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed. See contact list
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church Safeguarding Team will co-ordinate the supervision the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced allegations of abuse but hasn't been convicted.

If the individual who poses a risk is to be allowed to attend certain activities run by the organisation, it is vital that robust measures are put in place to ensure children, young people and adults at risk are safeguarded. This should include their agreement to a written contract setting out behavioural boundaries they sign and agree to abide by, as well as the provision of appropriate supervision and support. These safeguards are in the interests of everyone - those at risk, the offender who may be making strenuous efforts to change, and the organisation.

However, at all times the safety of a child, young person or adult at risk is paramount when assessing the risk an individual may pose. No one has an automatic right to work with or have access to children or young people. Similarly, no one has a right to work with adults who may be at risk.

In looking at the appropriate supervision of an individual considered a risk the organisation should:

- Arrange a frank discussion between the leaders (more than one), the Safeguarding Team or representative and the person concerned. This may include the probation officer or other agencies involved.
- Make efforts to sustain open communication with the statutory and voluntary agencies involved with the offender.
- Establish clear boundaries of behaviour in relationships. These boundaries may vary depending upon the nature of the offence(s) they have committed.
- Draw up a contract between leadership, Safeguarding Team or representative and offender based upon an open discussion. Such a contract may well form part of MAPPA that is agreed for an individual in advance of their release from prison.
- Ensure the contract is signed and dated by the offender and by leaders of the organisation in the presence of the Safeguarding Team or representative.
- Understand that a contract may be associated with but not solely follow a criminal prosecution. Similarly, the ending of a period when an offender's name has been on the sex offenders register should not indicate the ending of the contract drawn up between the offender and the leadership.
 - Contract will be reviewed annually by the church leader and a member of the safeguarding team.

A sample version of the contract can be found in appendix 4.

Pastoral care for ex-offender

As well as outlining the boundaries a sex offender would be expected to keep, it is also helpful to outline the types of pastoral care and support Broadmead Community Church is able to offer.

'X' and 'Y' and 'Z' have agreed to provide the ex-offender with pastoral care and support; as part of that undertaking, they and the leadership of the organisation agree to:

- Support the ex-offender in seeking any specialist help e.g. attendance on any Sex Offender Treatment Programmes, drug or alcohol or psychiatric rehabilitation or any counselling appointments.
- Liaise with any previous Places of Worship the ex-offender has attended, with the Prison Chaplaincy Team, or any other organisation the ex-offender has worked with prior to joining us.
- Work closely as a place of worship/organisation with any statutory authorities with responsibility for the ex-offender, such as their probation officer, police public protection team or children's social services, cooperating with them in helping and supporting the ex-offender.
- Where appropriate, ask for any risk assessment in order to determine how best Broadmead Community Church can meet the ex-offender's needs while protecting children and vulnerable adults.
- Support the ex-offender in joining Circles of Support or any other similar programme.
- Provide pastoral care and support to anyone with whom the ex-offender may be living with. We recognise that partners of known sex offenders need pastoral care, and 'space' to share without judgement.
- Be there for the ex-offender to support them.

3.5.1 SAFER PERSONAL DATA

Broadmead Community Church takes the gathering, storing and processing very seriously as a component of its safeguarding policy. For further information please refer to our Data Protection Policy on our website or request a copy from the church office.

SECTION 4 - USEFUL CONTACTS

Thirtyone: Eight 24hr Helpline - 0303 003 11 11	
Local Officer (LO - PREVIOUS REFERRED TO AS LADO) – 01604 364031	
.....	<i>Andy Smith - 01604 367862</i>
.....	<i>Christine York - 01604 362633</i>
Police - Contact 101, or 999 in an emergency	
Adult Social Services	
8.45am—5pm	<i>03001261000</i>
Out of hours	<i>01604 626938</i>
Children’s Social Services	
8.45am—5pm	<i>03001261000</i>
Out of hours	<i>01604 626938</i>
Local Baptist Association Safeguarding Contact	
.....	<i>Joy Cheang</i>
.....	<i>07403 722865</i>
.....	<i>centralba.safeguarding@gmail.com</i>

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

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

Type of abuse	Child	Adult at risk
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.	To inflict pain, physical injury or suffering to an adult at risk.
<i>Emotional</i>	The persistent, emotional, ill treatment of a child that affects their emotional and behavioural development. It may involve conveying to the child that they are worthless and unloved, inadequate, or that they are given responsibilities beyond their years.	The use of threats, fear or power gained by another adult's position, to invalidate the person's independent wishes. Such behaviour can create very real emotional and psychological distress. All forms of abuse have an emotional component.
<i>Sexual</i>	Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.	Any non-consenting sexual act or behaviour. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or hold a position of trust.
<i>Neglect</i>	Where adults fail to care for children or protect them from danger, impairing health and development.	A person's well-being is impaired, and their care needs are not met. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Type of Abuse</i>	Additional Definitions	
<i>Financial</i>	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.	
<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. group leader, minister). The person experiences spiritual abuse as a deeply emotional personal attack.	
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.	

<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	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>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
<i>Honour/ Forced Marriage</i>	An honour marriage/forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

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

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

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

The record should:

- Be recorded using MyConcern.
- State the facts accurately.
- Include the child or adult at risk's name, address, date of birth (or age if the date of birth is not known).
- Include the nature of the concerns/allegation/disclosure.
- Include a description of any bruising or other injuries that you may have noticed. Use body diagrams.
- Include an exact record of what the child or adult at risk has said, using their own words where possible.
- Include what was said by the person to whom the concerns were reported.
- Include any action taken as a result of the concerns.
- Be signed and dated.
- Be kept secure and confidential and made available only to the church Safeguarding Team (including the church minister), representatives of any statutory authorities involved and the local Baptist association.

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

Always be mindful of the need to keep confidentiality. Only share information that is relevant. Include confidential information only if it protects the individual from further risks or danger.

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

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

- Should consider their level of experience and expertise in assessing risk to children or adults at risk.
- Must consider any other reports that have been received concerning the same individual or family.
- May speak with others in the church where appropriate (including the Minister and church Safeguarding Team, unless allegations involve them) who may have relevant information and knowledge that would impact on any decision being made. Such conversations should not lead to undue delay in taking any necessary action.
- Be mindful of the need to keep confidentiality. Only share information that is relevant. Include confidential information only if it protects the individual from further risks or danger.
- May consult with other agencies to seek guidance and advice in knowing how to respond appropriately to the concerns that have been raised.

The duty to REPORT

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

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

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

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

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REFER or REPORT FURTHER

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

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

APPENDIX 3 – SAFEGUARDING INCIDENT FORM (CHILDREN) (ONLY USE IF CAN'T GAIN ACCESS TO MYCONCERN)

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to a safeguarding co-ordinator

Your name	Your position
Group Name	Contact phone number
The child's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the child? • Disclosure or suspicions from a third party? • Your suspicions or concerns? 	
Date and time of disclosure	
Date and time of incident	
Have Children's Services been informed?	

Was consent received for this?

Has the young person seen this form?

Details of the allegation/suspicious. *State exactly what you were told/observed and what was said. Use the persons own words as much as possible*

Action taken so far:

Signed

Please print your name here

Date

APPENDIX 4 – SAFEGUARDING INCIDENT FORM (ADULT) (ONLY USE IF YOU CAN'T GAIN ACCESS TO MY CONCERN)

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to

Your name	Your position
Group Name	Contact phone number
The person's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the individual: <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>	
Does the individual have mental capacity? If so what are the individuals wishes regarding what action is to be taken?	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the adult? • Disclosure or suspicions from a third party? • Your suspicions or concerns? 	
Date and time of disclosure	
Date and time of incident	

Details of the allegation/suspicions. *State exactly what you were told/observed and what was said. Use the persons own words as much as possible*

Action taken so far:

Signed

Date

APPENDIX 5 – SIGNS OF ABUSE

Each church should seek to ensure that all of those who work with children and young people in the church attend training courses so that they understand the ways in which children can be harmed. In particular it is important that those who work with children and young people are alert to the indicators that a child or young person is being abused.

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

- Unexplained injuries.
- Injuries on areas of the body not usually prone to injury, i.e. genital area, back, torso, eyes, etc.
- An injury that has not been treated/received medical attention.
- An injury for which the explanation seems inconsistent.
- Unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper).
- Signs of neglect, such as under-nourishment, untreated illnesses, inadequate care or inappropriate clothing for the weather or time of year.
- Going missing for periods of time or regularly returning home late.
- Appearing with unexplained gifts or possessions that can't be accounted for.
- Experiencing health problems that may indicate a sexually transmitted infection.
- Using drugs and alcohol.
- Displaying inappropriate sexual awareness or inappropriate sexualised behaviours, such as over familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ('sexting').
- They may also show signs of unexplained physical harm such as bruising and cigarette marks; finger or hand-shaped marks; symmetrical marks or bites.
- Have difficulty walking, sitting or standing.
- Having repetitive urine infections or spend longer than normal in the bathroom or toilet.

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.

Knowing whether a child is being abused or neglected may be difficult to judge. All those who have contact with children and young people should be alert to the potential indicators of abuse and neglect and know how to respond to concerns they may have. All workers should also know to whom those concerns should be reported.

Comprehensive training in safeguarding, including modules on recognising the possible signs of abuse should be undertaken by all workers.

Ways that harm might be discovered

On occasions an incident or an injury will give cause for concern, but often it is a series of incidents, or an accumulation of concerns, which indicate that a child may be suffering or is at risk of suffering harm.

- Children and young people might share with a trusted adult a concern they have about their safety or disclose that they are being harmed.
- A child's observed behaviour, their physical appearance, developmental progress and emotional demeanour might indicate that they are being abused or neglected.

- Sudden changes might be observed in a child's behaviour.
- There may be a history of concerns noted over a number of occasions.

How adults (parents, carers, leaders, etc.) behave around children and young people might also give rise to concerns.

- There may be indicators that parents/carers are experiencing difficulties which are having adverse and potentially damaging effects on their child, e.g. domestic abuse, substance misuse or mental health issues.
- Observations of an adult's interaction with a child or young person might give cause for concern.

APPENDIX 6 – CONTRACT FOR EX-OFFENDERS (SAMPLE)

Broadmead Community Church: Contract for a Sex Offender

Boundaries

- I will never allow myself to be in a situation where I am alone with children, young people or adults at risk.
- I will attend meetings and activities as directed by the leadership.
- I will sit where directed at activities (e.g. church gatherings, social gatherings) and will not place myself near children, young people and adults at risk.
- I will not enter certain parts of the building designated by the leadership, nor any area where activities for children, young people and adults at risk are in progress.
- I will decline invitations of hospitality where there are children, young people or adults at risk in the home.
- I accept that "x", "y" or any of the Designated Safeguarding Team maybe asked to sit with me during activities (e.g. religious meetings, social gatherings) and accompany me when I need to use other facilities. They will know I am a sex offender.
- I accept there are certain people who will need to be told of my circumstances in order for them to protect the children, young people or adults at risk for whom they care.
- I accept that contact will need to be made with my probation officer, who will meet with leaders as and when necessary (where appropriate).
- I accept that "z" will provide me with pastoral care.
- I understand that if I do not keep to all of these conditions, I may be barred from attending activities. In such circumstances the leadership may choose to inform the Statutory Agencies (e.g. Police, Probation, Adult Services, Children's Social Services), and any other relevant organisations, as well as members of the faith community or organisation.
- I understand that any other concerns will be taken seriously and reported.
- I understand that this contract will be reviewed every _____ month(s) and will remain for an indefinite period.

(Agreement may need to be adjusted for each person to make it more specific to their individual needs.)

I agree to abide by all the boundaries set out in this agreement, which will enable me to enjoy and experience the life of Broadmead Community Church, whilst protecting me and the families of this church from my weaknesses, thus allowing me to grow into wholeness in Jesus Christ.

1. I agree to come under the authority of the Leadership of Broadmead Community Church and will be obedient to him in all things under the Lord.
2. I will only attend meetings and groups with the prior consent of my pastoral director.
3. I will meet with my pastoral directors every _____ week/month
4. I will agree to receive ministry/counselling to seek to bring healing to the areas of my life that still need addressing.
5. I agree not to approach/contact or interact with any child under the age of 18 without prior consent from my pastoral director and/or the Safeguarding Team or representative.
6. I will not have inappropriate intimate contact with females by invading their personal space while at church.
7. I will not enter parts of the buildings designated “no go areas” by the leaders.
8. I will not accept new invitations of hospitality without prior approval.
9. I understand that it is my responsibility to be truthful at all times.
10. I accept that the elders (Trustee) and Safeguarding Team or representative may need to be told of my circumstances.
11. I understand that if I do not keep to these conditions, I may be asked to leave the church, and in such circumstances, the leadership may choose to inform the statutory agencies and the church congregation.
12. I understand that the church will do its best to nurture my faith and help me in practical ways, with the help of the Lord.

Signed

Name

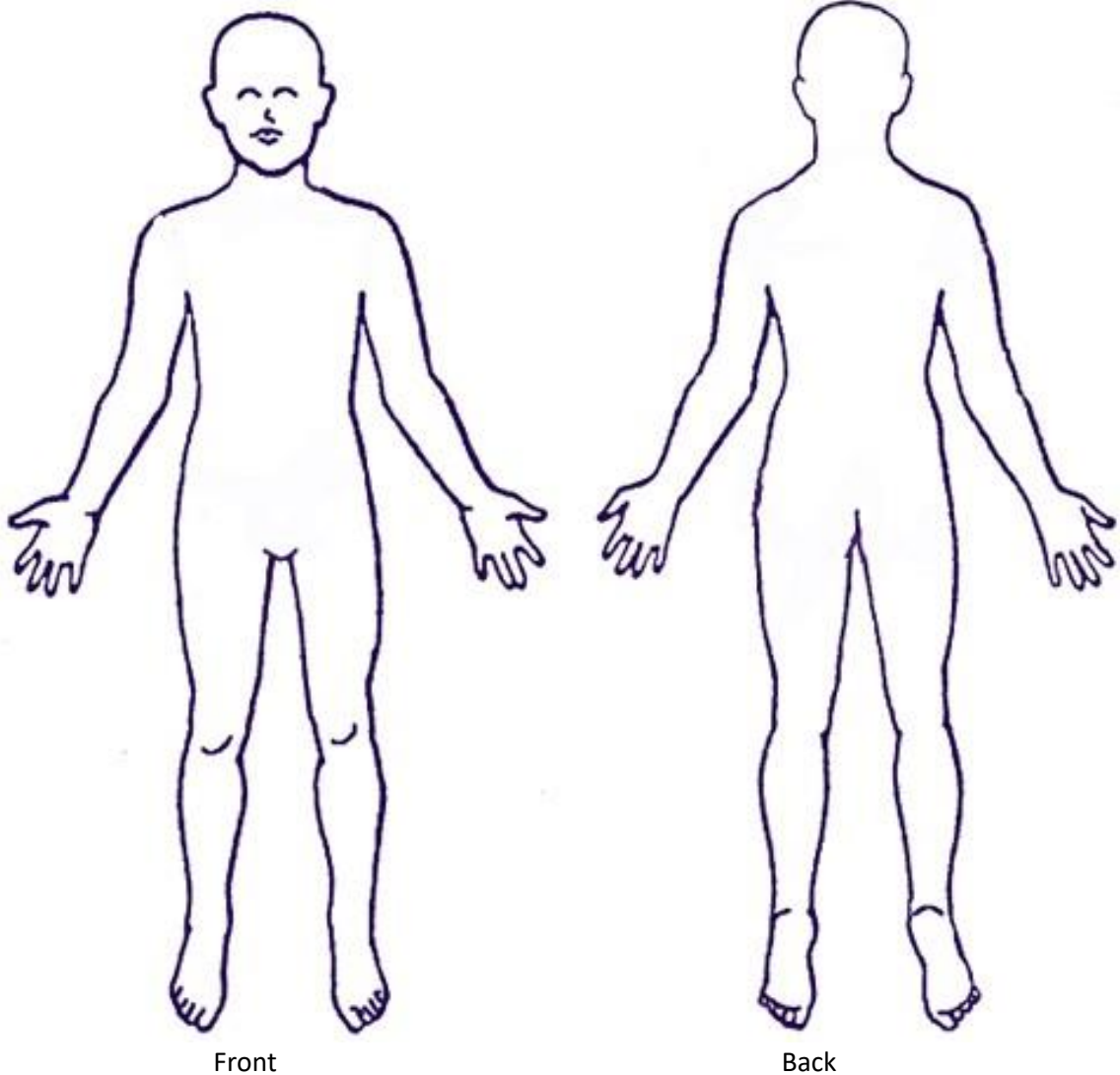
Date

APPENDIX 7 - BODY MAP

Name of Individual of Concern

Name of person completing this form

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



Signature

Date and time

APPENDIX 8 – MENTORING LETTER

Dear Parent/Carer

Here at Broadmead we recognise the importance of offering mentoring to our young people to support them in their day-to-day life. Mentoring is an important part of our work with under 18's which offers one-to-one sessions and can be run short term or long term, dependant on the young person's needs. All mentoring is children and young person centred and will be tailored to their individual needs.

We have recognised that your young person may benefit from this one-to-one support. If this is something that your young person is interested in please read the below guidance and fill out and send back the consent forms.

Parents/Carers will always be aware of when and where mentoring is taking place.

Mentoring will always take place in a public space unless another plan has been agreed by parents/carers, the safeguarding team and the youth worker.

A brief record will be kept of mentoring sessions with the times and dates of sessions.

Leaders will keep all discussions had with young people private and confidential unless they believe the young person is of risk of harm to themselves or others. In this case, the Safeguarding Team will be involved.

Kind regards,

Jodie Prescott (On Behalf of the Youth Team)
Youth Pastor

Mentor name: _____

Mentee name: _____

I _____ (Parent/Carer) give consent for my young person to be involved in the mentoring programme at Broadmead Community Church.

Signed: _____

Date: _____

For more information:

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

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an emergency:

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



**This policy has been produced for use in Baptist churches in England and Wales.
Policy was reviewed and updated in Mat 2022 Broadmead Community Church**