



COULBY NEWHAM

BAPTIST CHURCH

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

Version 1.0
Date: 06/02/2022

Coulby Newham Baptist Church
Langdon Square, Middlesbrough, TS8 0TF

Signed on behalf of the Leadership Team		Date:
Safeguarding Trustee: Phil Simpson		

SUMMARY

This document details the Safeguarding Policy Statement and Procedures for Coulby Newham Baptist Church in relation to its duties in seeking to provide a healthy, safe and enjoyable environment for all children, young people and Adults at Risk visiting the church buildings or attending church activities. This document supercedes and combines the following two documents: Safeguarding Children and Young People, Policy and Procedures, V1.0, dated 12/11/2012 and Safeguarding Vulnerable Adults, Policy and Procedures, V1.0, dated 11/11/2015.

The Trustees and members of this church have committed themselves, and continue to do so on an annual basis, to continue to provide both a nurturing and safe environment for all children, young people and Adults at Risk they are in contact with during church activities.

DEFINITIONS OF TERMS

For the purpose of this document, 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 the purpose of this document we are using the following simple definition taken from Thirtyone:Eight (formerly CCPAS - Churches' Child Protection Advisory Service):

'Any adult aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

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SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR COULBY NEWHAM BAPTIST CHURCH

Our vision

The vision statement of Coulby Newham Baptist Church ('the church') is: To Love God and Share Life.

In fulfilling this vision the church will:

- Welcome children and adults at risk into the life of our community
- Run activities that will include children and adults at risk
- Conduct outreach events in the community involving children and adults at risk
- Work jointly with those on church mission work from other areas in the community involving 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**

The church will exercise proper care 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:

SARAH STEVENS, Designated Person 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.

Phone number: 07866 265907

Email address: se.stevens@ntlworld.com

Wendy Sutton, 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.

Phone number: 07798 863542

Email address: wendyesutton@hotmail.com

Our church minister 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.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and is available on our church website.
- Each worker with children 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 annually, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read annually at the church AGM, together with a report on the outcome of the annual safeguarding review.

SECTION 2 - SAFEGUARDING PROCEDURES

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult 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.

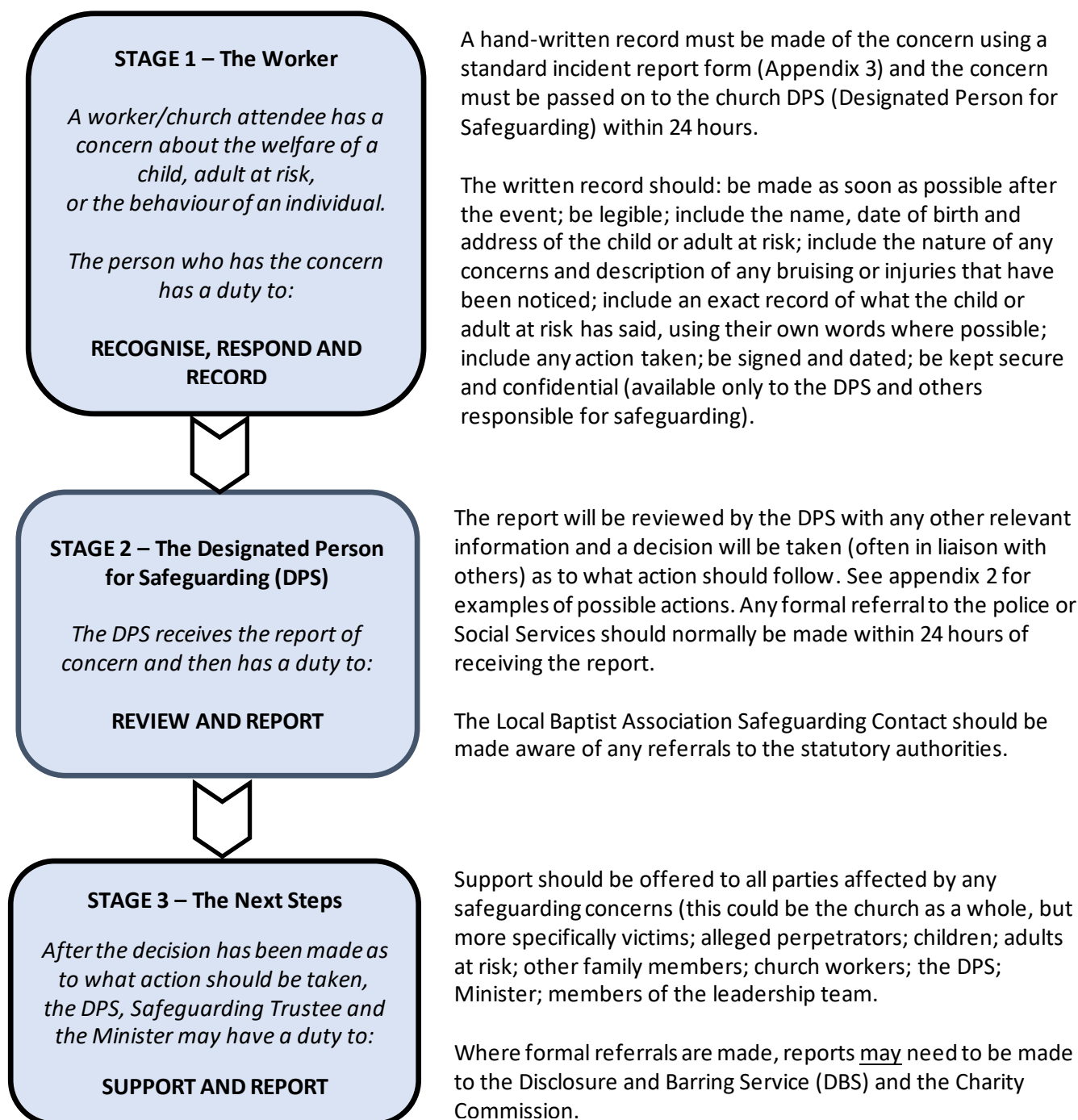
Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- 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. • 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. • Take action – 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, with their permission; • Be open and honest. • Give contact details for them to report any further details or ask any questions that may arise. 	<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.



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. See Appendix 4 for more information on the roles and responsibilities of the 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 concerns 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 and with the regional Baptist Association Safeguarding Contact if they need further advice.
- 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 securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults 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 Minister

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 Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister, they in turn should consult the regional Baptist Association Safeguarding Contact Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

Relationships between children and adults 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) The Minister and the DPS will be informed of any potential new applicants and will need to give their approval before recruitment can take place;
- 4) All applicants will be asked to complete an application form and include the names of two referees;
- 5) References, a Self-Disclosure Form, training on the church's safeguarding procedures 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.

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 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. It will be the responsibility of the DPS to induct new workers into our church procedures and to record this training in the worker's Training Record. All church workers should attend BUGB 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 Baptist Union of Great Britain's **Gateway to Level 2 Excellence in Safeguarding** booklet and asked to complete the relevant sections. Where a volunteer worker receives safeguarding training in their place of employment and this training is deemed relevant

and appropriate to their volunteer job with the church, the DPS **may** excuse them from attending the 4 yearly BUGB Excellence in Safeguarding training but evidence of their safeguarding training with their employer will be required and will be recorded in the worker's Training Record. Additional specialist training may also be arranged where needed, for example, in First Aid or Food Hygiene.

Young helpers under 18 years of age

In law, young 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 helpers 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 helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

Volunteers coming from overseas

Short term volunteers (less than 3 weeks).

If overseas volunteers come to work with the church, for example, on a week's mission trip, then these volunteers will not be permitted to lead groups of children or young people without at least one of the church's safeguarding checked workers in attendance.

Long term volunteers (over 3 weeks).

If overseas volunteers come to work for the church on a long-term basis, for example, gap year workers, then these volunteers will need to be appointed using, as far as possible, the same procedure as for the appointment of church workers from the UK.

Ongoing safeguarding checks

Church workers that have been recruited using the above procedures will have their DBS check renewed every 5 years if they are still actively working for the church

Storing of personal data

All personal data collected as part of the safer recruitment process outlined above; including on-going training, will be stored by the DPS in a secure location and the data will be kept for 75 years. All applicants will be informed how their personal data is going to be stored and used.

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.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- 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.
- 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.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

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

- Internal doors should be left open or should be unobscured glass doors so that the group can be observed by people in the next room.

- At least two people should be present before external doors are opened for an event and should remain until the last child has left at the end of the 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. Ideally a married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple want to work together then consideration should be given to having a third person assigned to that group. But it is recognised that in a small church such as ours this may not always be possible or practical.

The only adults allowed to regularly 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.

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 take into account special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young helpers 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 or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

3.1.4 Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time. See Appendix 8 and Appendix 9 for examples of consent forms.

3.1.5 Peer Group Activities for Young People

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

3.1.6 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 (or applying sun cream, etc.), 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.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

3.1.7 Discipline of Children

Good discipline is built on respect between the workers and the children/young people. This does not imply equality but does have implications for the workers' attitudes towards children.

- Children should be disciplined without the use of physical punishment, shouting or name-calling. A leader may raise his/her voice to attract attention or bring order but shouting at an individual child is not acceptable behaviour.
- Minor incidents/offences should be dealt with immediately on the spot. This prevents escalation and enables major offences to be seen as major.
- If discipline is causing concerns in a group then it may be appropriate for a set of "rules" to be

written, outlining what behaviour is and is not acceptable and the disciplinary consequences of breaking the “rules” but it should also include how good behaviour will be rewarded.

- Ways of dealing with discipline:
 - when chastising a group or an individual, criticise the behaviour, not the person(s)
 - move an offender into a less volatile situation or change the group activity
 - remove the offender to a calm space away from others and stay with them until they have calmed down but keep the “time-out” short
 - If the above mentioned procedures fail to bring about the desired result it may be necessary to contact the parents of the offender to discuss temporary removal of the child/young person from the group.
- Incidents of bullying will be treated very seriously.
 - details of reported incidents of bullying will be checked carefully before any action is taken
 - bullying behaviour will be investigated and bullying will be stopped as quick as possible
 - the parents of the bully and the victim of bullying will be informed
 - an attempt will be made to help the bully change their behaviour
 - all incidents of bullying will be recorded on an Incident Report form, together with any actions taken, and passed to the Designated Person

3.1.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular. However, there are dangers associated with electronic communication that call for vigilance:

- electronic communication is often a very informal mode of communication which can create the potential for communication to be misunderstood
- because of the informal style of electronic communication workers can easily cross appropriate boundaries in their relationships with young people
- Some adults who are intent on harming children and young people choose to use electronic communication as a way to meet and “groom” children.

The following guidelines have been written to try to maintain healthy and safe relationships between children and adults.

- Electronic communication must never become a substitute for face to face contact with young people.
- Parents/carers and the young people themselves have the right to decide if a worker is to have an e-mail address or mobile phone number.
- Workers should only use electronic communication with those young people from whom appropriate consent has been given. See Appendix 8 for an example of a consent form.
- Electronic communication with children of primary school age is inappropriate and must be avoided.
- Only workers who have been appointed under the church’s Safeguarding Policy and Procedures should use electronic communication to contact children or young people on behalf of the church.
- Contact with children or young people by electronic communication should be for information-giving purposes only and not for general chatter.
- Workers should not share any personal information with children and young people, and should not request or respond to any personal information from a child or young person other than that which is necessary and appropriate as part of their role.

- Workers should be careful in their communication with young people so as to avoid any misinterpretation of their motives. Clear, unambiguous language should be used and the use of unnecessary abbreviations should be avoided.
- Electronic communication should only take place between the hours of 8am and 10pm.
- Any photos or videos taken should not be uploaded to social networking sites or the church's website without parental permission.
- Where a young person in need or at a point of crisis uses this as a way of communication with a worker
 - Significant conversations should be saved as a text file where possible, and
 - A log kept of when they communicated and who was involved.

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 as well as the **Guide to using Social Media to Communicate with Young People**, which is also available on their website.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. Official church e-mails to young people should be sent out with a church header and footer indicating to the young people that this is an official communication. Such e-mails should also be copied to the church's e-mail address for safe keeping.

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 significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor or the DPS, as appropriate.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- 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 domains.
- 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

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. There are several issues to be aware of:

- Permission must be obtained, via a consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded. See Appendices 8 and 9 for examples of consent forms.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days or videoing a church nativity play.
- 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 and young people, it is preferable to use group pictures.

3.1.9 Specific local guidelines

Coulby Newham Baptist Church has two buildings that are regularly used for children's/youth work – Langdon Square Community Centre and The Beacon.

On Sunday mornings our children's and youth work may use both buildings and the following local guidelines need to be borne in mind:

- The youth group will normally meet in the lounge area of The Beacon and the following guidelines should be noted:
 - The doors between the lounge area and the main hall area (where the children's group meets) must be left fully open if only one youth worker is in attendance.
 - A register should be taken of who is in attendance.
 - The outside door should be locked to prevent members of the public from walking in. Entry and exit should be through the main hall.
 - If there is only one youth and one youth worker in attendance then the youth should either stay in church or go into the children's group.
- The youth group may also meet in the lounge area of Langdon Square Community Centre, which is a space that is open to the public, so the following guidelines should be noted:
 - The doors between the main hall (where the church service is held) and the foyer are glass and should be left unobscured so that the youth group is visible from the main hall. This will then mean that only one youth worker is able to lead the group, if required.
 - A register should be taken of who is in attendance.
 - If a member of the public enters the foyer during the youth group session, the group leader will approach them and ascertain why they are there and guide them as appropriate. Visitors should not be allowed to interact with the young people or remain in the foyer during the group session.
 - Attention needs to be given to who enters and leaves the toilet areas so that young people, while in the care of the church, do not use the toilet facilities if there is another adult using them, unless a youth worker is able to supervise (while not leaving the rest of the group unattended).
 - If there is only one youth and one youth worker in attendance then the youth should either stay in church or go into the children's group.

- The children's groups will normally be held in The Beacon:
 - The children will be gathered together; by the children's workers, in the foyer of Langdon Square Community Centre and then the whole group will move across to The Beacon together, making sure that all the children safely arrive at the The Beacon. Parents may accompany children to the Beacon and may stay to settle their child but parents who are not part of the children's work team should not be encouraged to remain in the group for more than 2 or 3 sessions.
 - there must be at least 2 children's workers present in the building at all times and the doors should be locked from the inside once all the group are present; with the key being left in the door for safety, to prevent access by a member of the public.
 - A register should be taken of who is in attendance.
 - If contact with a parent is required and there are only 2 workers in the building then this contact will need to be done by mobile phone.
 - Workers may accompany younger children to the toilet but should bear in mind the child's right to privacy. If a worker needs to go into the toilet with a child then the door should be left open and the other worker(s) should be made aware. Intimate care should be kept to a minimum and the parent's should be informed at the end of the group, to prevent any mis-understandings.
 - Nappies should be changed in the area where the group is working so that the worker is in full view at all times.
 - Children should be picked up by their parents at the end of the session and there must be 2 worker's present in the group until the last child has been picked up. Alternatively, the whole group, with at least 2 workers, can return to Langdon Square Community Centre together, with care being taken to make sure all the children are present at the destination.

- If the children's groups are being held in Langdon Square:
 - A register should be taken of who is in attendance.
 - Visits to the toilets must be supervised by a children's worker at all times and if this means leaving the rest of the group with only one worker then the doors must be left open between the group's room and the foyer and the toilet area. The worker taking a child to the toilet must inform the other worker(s) of what they intend to do. Workers may accompany younger children to the toilet but should bear in mind the child's right to privacy. If a worker needs to go into the toilet with a child then the doors should be left open and the other worker(s) should be made aware. Intimate care should be kept to a minimum and the parent's should be informed at the end of the group, to prevent any mis-understandings.
 - Nappies should be changed in the area where the group is working so that the worker is in full view at all times.

On Sunday evenings the youth group meets in The Beacon:

- There must be at least 2 youth workers present in the building before the doors are opened to allow the young people inside.
- The doors should be locked from the inside once the entire group are present; with the key being left in the door for safety, to prevent access by a member of the public.
- A register should be taken of who is in attendance.
- The young people must be picked up by their parents or responsible adult and at least 2 youth workers must be in the building until the last young person has left.

Little Angels Toddler Group meets in the Beacon on a Wednesday morning and the following guidelines should be noted:

- This is a parent and toddler group where the children remain the responsibility of the parent's at all times.
- All church volunteers working at the group will be recruited using the Safer Recruitment guidelines in this document.
- Volunteer workers will not be left alone with a child at any time. If a parent needs their child watched while they make a call or go to the toilet, then the worker will keep the child within the main hall where the group is meeting.
- Care needs to be taken to make sure all outside doors are closed (but not locked) and monitored throughout the session.
- Children must be kept out of the kitchen area.
- Volunteer workers should be careful about touching and handling the children so that their actions cannot be mis-interpreted.
- A register of all in attendance will be taken at every session and any personal details will be stored securely as laid out in the church's Data Protection Policy.

One off Children's events or Family events may be held in The Beacon and these will be covered by individual Risk Assessments which will need to be approved by the DPS prior to the event taking place.

3.2 WORKING WITH ADULTS AT RISK

3.2.1 Valuing our Adults at Risk

As a community that finds inspiration in the life and words of Jesus, we wish to value the Adults at Risk that are part of our community. Jesus challenged the outlook of His day that left vulnerable people out on the edge of society. So we as a church want to prevent the vulnerable people we come in contact with from being marginalised or taken advantage of, by those who are more powerful. Adults at Risk will be welcomed into our church community and recognised as children of God, created in His image.

We will seek to value the Adults at Risk in our church community by encouraging:

- Independence – many Adults at Risk will be prevented, by their impairment/illness, from being able to live life completely independent of help from others. However, this does not mean that they will need help in all parts of their life, so we need to ensure we ask what help they need and not make assumptions. When we help someone we should be helping them to maximise their independence not taking their independence away.
- Respect - how we address people is important in showing them respect; we need to ask them how they would like to be addressed. The way we speak to Adults at Risk must also be respectful of their age and abilities; just because someone has impairment doesn't mean we should speak to them like a child but we must also ensure that the way we speak to them is at a level that they can understand. Respecting the Adult at Risk's possessions and property is also important so only move furniture or tidy up if asked to do so.
- Choice – Adults at Risk are often deprived of choice (what to wear, where to sit, what to eat etc.) so we need to be aware that we encourage our Adults at Risk to exercise choice as much as possible. This may take longer and need someone to explain the choices a

few times, depending on the situation and the person involved. Do not make assumptions about preferences, however well you know the person, always check.

- Inclusion and Fulfilment – an assumption is often made that Adults at Risk cannot do anything for anyone else or serve in any meaningful way in a church community. They are thus denied the opportunity of being fully included and fulfilled. As a church we will work to find ways for every member of the church community to play an active part within the limits of their abilities and strengths. This could include thinking about someone joining the worship team or the prayer team, making sure visually impaired people or wheelchair users are not excluded from activities because they cannot see or take part, making sure that a microphone is always used during the service so that those with a hearing impairment can be included in everything that is going on etc.
- Privacy – giving Adults at Risk the privacy they deserve is really important. This may include being aware of privacy issues when toileting or finding a quiet place for a private conversation so that personal matters can be discussed and not be overheard.
- Confidentiality – Adults at Risk need to know that their private affairs are not going to be discussed with others without their permission. However, if what is shared raises any concerns about the safety of the Adult at Risk then a discussion will need to be had to let them know that further advice or support will need to be sought but that the information will be treated carefully and in a confidential manner.

3.2.2 Premises

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

We do run a Senior's Friendship Group in the lounge of the Alderwood retirement flats (managed by Anchor) which are close to our church premises. Alderwood is specifically set up for use by the elderly and disabled and our church volunteers will be expected to follow any local guidelines and to have been through the Safer Recruitment process as laid down in this document.

3.2.3 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).

3.2.4 Working with Adults at Risk in a group setting

This includes whole church services and activities as well as small groups and community out-reach groups run by the church.

- The leader of the group/service (which may be the minister, a member of the leadership Team/Trustees or a volunteer worker) needs to ascertain the special needs of any Adults at Risk that are likely to be attending the service/group so that the content of the session and the activities involved can be made to be as inclusive as possible. Consideration should be given to access for any disabled people, line-of-sight to the

projected words for anyone not able to stand during worship, the use of microphones for the speakers for those with hearing impairment, the suitability of activities for people with learning difficulties and physical disabilities etc. If a visiting speaker is invited to preach or speak at a group meeting then letting them know of any special needs will help them to prepare their sermon/presentation appropriately.

- Leaders and helpers at community outreach groups where Adults at Risk are likely to attend will need to be recruited according to the Safer Recruitment section of this document and at least two safer recruited adults should be present in the group meetings to help the Adults at Risk to feel included and to keep them safe.
- Often Adults at Risk will need transport to get them to groups or to church and, where possible, only Safer Recruited workers should give these lifts. If this is not possible, then the group leader may, at their discretion, ask a trusted group member to give the Adult at Risk a lift but under no circumstances should an Adult at Risk be picked up or taken home by someone they don't know and who is not trusted by the group leader.
- Thought and consideration should also be given to the carers of the Adult at Risk – do they know when the Adult at Risk is going to be picked up and returned? Do they know where you are taking them? Do you have a contact number for the carer in case of an emergency?

3.2.5 Insurance

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

3.2.6 Financial integrity

To safeguard against financial abuse or the accusation of financial abuse the following good practise guidelines should be followed:

- 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. Church workers should not have access to bank cards and PIN numbers, however, if use of a bank card and PIN number is required by a worker then the worker must inform the DPS, as a safeguard against any possible future accusations.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- If gifts are offered to a worker by an Adult at Risk they should be declined if possible, but it is recognised that declining a gift can often cause offence to the giver so, if such a gift is received, it should be reported to one of the Church Leaders/Trustees or the Designated Person for Safeguarding so that a record can be made and gifts can be monitored (to safeguard the worker against any accusations at a later date).
- 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.

3.2.7 Photographs

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

3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users.

3.3 PASTORAL CARE

As Christians the Bible teaches us that it is the responsibility of each one of us to care for one another and to seek to help others when they are experiencing hardship or problems that, at least for the moment, seem beyond their ability to cope. It involves relationships, befriending people and getting involved in their lives, even if only for a particular period of time. We recognise that this people-helping is the responsibility of the whole church and much of the pastoral care of our church community will be carried out informally as part of us sharing life together. However, there will be times when people will need more formal and organised pastoral care and this is what these guidelines are concerned with. A person requiring pastoral care will often fall into the category of an Adult at Risk; even if it is just temporarily, due to their current circumstances, for example, they may have been bereaved, be suffering from a physical illness or mental health issue, have financial difficulties or some other traumatic circumstance. See Definition of Terms on page 2 for the definition of an Adult at Risk.

An important distinction needs to be made, also, between Counselling and Pastoral Care. The church does not offer Counselling support to individuals other than by referral to an independent, professional accredited Counsellor.

3.3.1 Definitions

- A 'Pastoral Carer' is a person who has been designated by the church Trustees, to carry out Pastoral Visits on behalf of the church. They will normally be a member of the Ministry team or a member of the Leadership Team (Trustees). They will have gone through the Safer Recruitment procedures laid down in this document.
- A 'Pastoral Visit' is a pre-arranged and authorised meeting between a Pastoral Carer and a person who is requiring ministry or help from the church

3.3.2 Best practise guidelines

- The Minister or one of the Trustees will initiate a Pastoral Visit by contacting one of the designated Pastoral Carers.
- A Pastoral Visit will typically take place in the person's home but may also be held on church premises or in a public place such as a café, if that is deemed more suitable and appropriate.

- If Pastoral Visits are to be carried out on a 1:1 basis then it is good practise that the Pastoral Carer be the same sex as the person to be visited, as much as is possible. If this is not possible then it is good practise for the Pastoral Carer to be accompanied by another member of the church, of the same sex as the person being visited or for the meeting to take place in a more public location (eg. a café or a park).
- Care must be taken at all times not to invade people's personal space and permission must always be sought before physical contact. Physical contact must always be appropriate.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Pastoral Carers 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.
- Pastoral Carers should be aware of the dangers of dependency within a pastoral relationship and seek help or advice if dependency becomes an issue.
- Appropriate training will be organised by the church for their Pastoral Carers and the ongoing wellbeing of the Pastoral Carers will be the responsibility of the Minister or a designated Trustee.

3.3.3 Confidentiality

Confidentiality is a critical boundary which protects the privacy of the person and the integrity of pastoral care in our church. Confidentiality ensures the information a person reveals to us is not disclosed to anyone else, without the person's prior knowledge and consent, apart from exceptional circumstances where safeguarding is necessary. The desire to uphold others in prayer must not be used to excuse the obligation of confidentiality. It is recognised that Pastoral Carers may need to discuss issues raised with them for the purposes of supervision or seeking advice on how to proceed, but an individual is not to be named or readily identified by the details revealed, unless permission has been given to do so.

Confidentiality is not the same as secrecy, and is defined as follows:-

The Pastoral Care Worker will treat as confidential all information given by the person they are caring for except:

- (a) Where the Pastoral Care worker has a legal obligation to disclose information to other authorities (for example reporting any safeguarding concerns to the DPS or the police, if necessary)
- (b) Where the Pastoral Care worker needs to refer to and receive guidance from their Supervisor, providing that the identity of the client is not revealed.
- (c) Where there is a risk of serious physical harm to self or others.
- (d) Where the client agrees that information should be given to another party or agency.

Pastoral Carers need to make the person they are visiting aware of the boundaries of confidentiality from the onset of any care or support offered. Where there is any doubt, the Pastoral Carer needs to assume responsibility for clarifying this e.g. would the person like their situation to be kept confidential, to be prayed for by the Ministry Team who would keep their details confidential or do they want it sent out to the congregation as a prayer request.

3.4 HEALTH AND SAFETY - Safe Practice and Safe Premises

3.4.1 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. Then they must

bring their completed form back with them. Similar details may be gathered for adults at risk, if appropriate.

3.4.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policies.

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. An annual Risk Assessment will be carried out on all venues where the church carries out work with children and adults at risk.

3.4.3 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 the event of a fire it will be their responsibility to make sure all their group/ people working in the building are evacuated from the building safely and calmly and that they are all accounted for. The fire evacuation point for both The Beacon and Langdon Square Community Centre is the car park in front of Langdon Square Community Centre.

3.4.4 First Aid

Our church has a number of trained First Aiders and there should be 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 as well as an incident reporting book, which must be completed in the event of any accidents, injuries, or incidents. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis and the incident reporting book will be reviewed regularly.

3.4.5 Supervision of Groups

The group leader will be responsible for taking a register so that there is a record of who is on the premises.

3.4.6 Food Hygiene

The Food Hygiene (England) Regulations 2013 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.).

3.4.7 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out.

3.4.8 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.

3.4.9 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.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

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

3.4.10 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 (see Appendix 10 for an example of Parental and Medical Consent Form)
- There will be workers with first aid and food hygiene certificates, if required, with the group.

Sleeping Arrangements

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

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff

undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, 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).

Safety

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

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

Swimming Trips

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

3.4.11 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.

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 you need to involve others in decision making. In these situations, seek advice from 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.

3.5 SAFER COMMUNITY

3.5.1 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.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- All allegations of bullying will be treated seriously and details will be carefully checked before action is taken.
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help bullies change their behaviour.
- All allegations and incidents of bullying will be recorded, together with the actions that are taken.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

3.5.2 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 supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

When it is known that a person who has been convicted of abusing children, young people or adults is attending our church, it is important that their behaviour within the church community is 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.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should contact the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

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

3.5.3 Alleged or known offenders who are themselves adults at risk

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

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

SECTION 4 - USEFUL CONTACTS

Middlesbrough Multi-Agency Children's Hub (for reporting child safeguarding issues)

01642 726004 (office hours) or 01642 524 552 (out of hours)

Email: MiddlesbroughMACH@middlesbrough.gov.uk

Police

Contact 101, or 999 in an emergency

Adult Social Services (LADO)

Phone: 01642 065070

(Monday to Thursday: 8:30am to 5pm, Friday: 8:30am to 4:30pm)

Email: adultaccessteam@middlesbrough.gov.uk

APPENDIX 1 - DEFINITIONS OF ABUSE

Understanding, Recognising and Responding to Abuse

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

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

<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	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 injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not in itself proof that abuse is actually taking place. It is also important to remember that there might be other reasons why most of the above are occurring

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

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

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

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

The record should:

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

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

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

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

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

The duty to REPORT

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

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

- If an allegation is made against someone who works with adults at risk*, it should be reported to the police or Adult Social Services.

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

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

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken. All such records will be kept for 75 years.

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

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

APPENDIX 3 - SAFEGUARDING INCIDENT REPORT FORM

COULBY NEWHAM BAPTIST CHURCH Safeguarding Incident Form

This report form is for the purpose of keeping a record of reports made to the Designated Person for Safeguarding. As well as this report, you should make a full factual written record of your observations and any conversations, which should be signed and dated.

Name of worker: _____

Name of child/adult at risk: _____

Date & time of incident _____

Nature of concern: _____

Have you made a full written record of the incident/concern? Yes No (Please tick)

Who have you spoken to about your concerns?

Child/adult at risk Yes No (Please tick)

Carer Yes No (Please tick)

Organisation leader Yes No (Please tick) Name _____

Other Yes No (Please tick) Name _____

Social Services Yes No (Please tick) Name _____

What action needs to be taken? (to be completed by the DPS)

Who is responsible for this?(to be completed by the DPS)

Signature of Worker: _____ Date and time _____

Signature of Designated Person for Safeguarding _____ Date and time _____

APPENDIX 4 - Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Leadership Team

- Ultimately responsible for safeguarding
- Responsible for the implementation of policy and procedures
- Responsible for supporting the church workers
- Responsible for raising awareness about best practice within the church
- Responsible for ensuring that the relevant people have received the appropriate training

Safeguarding Trustee

Not necessarily the person who heads up safeguarding in the church – could be a trustee / leader with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / leadership team
- Is the point of contact with trustees / leadership team for safeguarding issues
- Ensures church policy and procedures are reviewed annually

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people
- Acts as a link between the church and other agencies or bodies on safeguarding matters

Disclosure and Barring Service (DBS) Verifier

At Coulby Newham Baptist Church this job is usually carried out by the DPS or the Minister

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy
- Takes responsibility for ensuring that the pastoral needs of all are being met
- May need to be made aware of safeguarding issues in line with the guidance on page 6

APPENDIX 5 – Volunteer Children’s Worker Application Form (2 pages)

A similar form will be used for Adult at Risk worker applications. The DPS holds an electronic copy of this form.



COULBY NEWHAM BAPTIST CHURCH Volunteer Children’s Worker Application Form

We ask all prospective helpers in children's and young people's work to complete this form. The information will be kept confidentially by the church, unless requested by an appropriate authority.

Name: _____

Address (including postcode): _____

Telephone no: Day: _____ Evening: _____

How long have you lived at this address? _____

If less than 12 months, please give your previous address and the name of the church you attended.

Please tell us something of yourself - any skills you have, and previous experience of children or young people. Where appropriate name the church or group and the dates. (If there is not enough space, continue on another sheet.)

Have you any relevant qualification or appropriate training? (If yes, please give brief details): _____

Are you prepared to undertake some (more) training? YES/NO (Please delete where applicable)

Do you suffer, or have you suffered, any illness which may directly affect your work with children or young people? YES/NO (Please delete where applicable).

References

Please give the names, addresses and telephone numbers and role or relationship of two people who know you well and who would be able to give a personal reference and comment on your character and work with the church. At least one referee should be external to the church. Referees cannot be family members. If you have experience working with children and/or young people, at least one referee should be a colleague with whom you have worked. If you have moved from another church in the past five years, one referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary.

Name:	_____	Name:	_____
Address:	_____ _____	Address:	_____ _____
Tel:	_____	Tel:	_____

Declaration

You will understand the great responsibility involved in working with children and young people, and the need to ensure their safety. We therefore ask you to sign the following declaration.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges? (NB The disclosure of an offence may be no bar to your appointment).

YES/NO (Please delete where applicable)

If YES, what was the nature of the offence? _____

Date of offence: _____

Signed: _____ Date: _____

All convictions must be disclosed, as the provision of the Rehabilitation of Offenders Act 1974 does not apply.

APPENDIX 6 – Volunteer Children’s Worker reference Form (1 page)

A similar form will be available for Volunteer Adult at Risk references. The DPS holds an electronic copy of this form.



COULBY NEWHAM BAPTIST CHURCH Volunteer Children’s Worker Reference Form

Section 1 (to be completed by church):

Name of volunteer:

Role applied for:

Age of children/young people:

Name of referee:

Section 2 (to be completed by the referee):

What is your relationship/connection to the volunteer?

How long have you known the volunteer?

What personal experience do you have of the volunteer’s ability to work with/relate to children and/or young people?

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

Please comment on the volunteer’s honesty and reliability:

To your knowledge, is there anything about the volunteer’s past behaviour, their character or attitude that gives you any concerns about their suitability to work with children and/or young people?

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

Signed:

Date:

APPENDIX 7 – Volunteer Agreement Form

(The DPS holds an electronic copy of this form.)

COULBY NEWHAM BAPTIST CHURCH Volunteer Agreement Form

Name of worker: _____

We welcome you as: _____

You are joining a team which, together with the whole church, commits itself to the care and nurture of children, young people and adults at risk.

On behalf of the members of this church, we undertake to support you and your work, by prayer, by our interest and by providing resources and training.

The person who will give you primary support is: _____

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

The responsibilities of your role are:

Line management You would be responsible to: _____

You would be responsible for: _____

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

Signed _____ Minister

Signed _____ Designated Person for Safeguarding

Date _____

Declaration (to be completed by the worker)

I understand the nature of the work I am to do.

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

Signed _____ Date _____

APPENDIX 8 – Example of a Youth Group Consent form (1 page)

The DPS has an electronic copy of this form if required

COULBY NEWHAM BAPTIST CHURCH Group Consent Form - Youth

Group:	SUNDAY EVENING YOUTH GROUP		
Name:			
Address:			
		Postcode:	
Parents Email (optional):			
Date of Birth		Age:	
Gender: Please Tick	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
Does your child have any long term illness, health problems, medical problem or a disability? If yes, please state, e.g. learning disability / asthma / diabetes / epilepsy / etc.			
Emergency contact	Please provide two emergency contacts		
Name & Number			
Name & Number			
To ensure the safety of children please inform us of your arrangements to ensure your child returns home:			
My child will be collected by:			
My child will make their own way home (please tick): <input type="checkbox"/>			
<u>If your child will make their own way home then we can only take responsibility for their safety whilst they are within our building.</u>			

Consent Statement:

I undertake to inform one of the group leaders of any changes in the information that is provided on this form. I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, to deal with the injury or illness appropriately and that by returning this completed form I agree to my child taking part in the activities .

I acknowledge the need for obedience and responsible behaviour on my child's part and agree that they shall not be able to attend the group if their behaviour is repeatedly bad.

If my child makes their own way to the Club then I agree that the group leaders are not responsible for my child outside of the building and are able to care for themselves if they choose to leave at any point.

Signed (parent or adult with parental responsibility) _____ Date ___/___/___

Use of images permission

1. May we use a photograph in CNBC printed publications? YES / NO
2. May we use the image on the Church website or other CNBC social media sites? YES / NO
3. May we record the image on video? YES / NO
4. Are you happy for a picture to appear in the media (ie. local/national newspaper)? YES / N

Our permission will continue until our child reaches the age of 18 years, unless we otherwise give notice.

Signed (parent or adult with parental responsibility) _____ Date ___/___/___

Contact consent statement:

I/We hereby give our permission for the Group Leaders to contact my child via social media, e-mail or by mobile text messaging, according to the guidelines set out in the Churches Safeguarding Policy Yes No (Please tick)

Signed (parent or adult with parental responsibility) _____ Date ___/___/___

APPENDIX 9 – Example of a Primary Age Childrens Consent Form (1 page)

The DPS has an electronic copy of this form if required

COULBY NEWHAM BAPTIST CHURCH	
Group Consent Form – Primary Age	
Group:	
Name:	
Address:	
Postcode:	
Parents Email (optional):	
Date of Birth	Age:
School:	School Year:
Gender: Please Tick	MALE <input type="checkbox"/>
	FEMALE <input type="checkbox"/>
Does your child have any long term illness, health problems, medical problem or a disability? If yes, please state, e.g. learning disability / asthma / diabetes / epilepsy / etc.	
Emergency contact	Please provide two emergency contacts
Name & Number	
Name & Number	
To ensure the safety of children please inform us of your arrangements to ensure your child returns home:	
My child will be collected by:	
My child will make their own way home (please tick): <input type="checkbox"/>	
<u>If your child will make their own way home then we can only take responsibility for their safety whilst they are within our building.</u>	
Consent Statement:	
I undertake to inform one of the group leaders of any changes in the information that is provided on this form. I understand that in the event of any injury or illness all reasonable steps will be taken to contact me, to deal with the injury or illness appropriately and that by returning this completed form I agree to my child taking part in the activities .	
I acknowledge the need for obedience and responsible behaviour on my child's part and agree that they shall not be able to attend the group if their behaviour is repeatedly bad.	
If my child makes their own way to the group then I agree that the group leaders are not responsible for my child outside of the building and are able to care for themselves if they choose to leave at any point.	
Signed (parent or adult with parental responsibility) _____ Date ___/___/___	
Use of images permission	
1. May we use a photograph in CNBC printed publications?	YES / NO
2. May we use the image on the Church website or other CNBC social media sites?	YES / NO
3. May we record the image on video?	YES / NO
4. Are you happy for a picture to appear in the media (ie. local/national newspaper)?	YES / NO
Our permission will continue until our child reaches the age of 18 years, unless we otherwise give notice.	
Signed (parent or adult with parental responsibility) _____ Date ___/___/___	

APPENDIX 10 – Example of Consent and Medical Form for an Event or Residential Stay

COULBY NEWHAM BAPTIST CHURCH Parental Consent and Medical Form – for an Event or residential trip

Group
Event
Venue Date(s):

This form must be completed by a parent/guardian in order for the child/young person to participate in the event/activity.
It should be signed and returned to:

Name
by (date)

PLEASE NOTE: IF THIS FORM IS NOT COMPLETED IN FULL AND RETURNED TO THE PERSON NAMED ABOVE
THE CHILD/YOUNG PERSON WILL NOT BE ABLE TO PARTICIPATE IN THE EVENT/ACTIVITY.

Full name of child/young person
Date of birth / /

Address
.....
..... Postcode:

Telephone number(s):

The person to contact in case of emergency during this event is:

Name
Relationship to child/young person:
Address:
.....
Telephone number(s):

Should the above not be available, please contact:

Name
Relationship to child/young person:
Address:
.....
Telephone number(s):

Child's/young person's registered GP

Name
Address
.....
Telephone number(s):

National Health Number

Please state date of last anti-tetanus injection (if known)

Does the child/young person suffer from any allergies? Yes No
(e.g. medicine, food, insects...)

(If yes, please give details)

Does the child/young person have any medical conditions about which we should be aware? (e.g. asthma, fits, migraine, epilepsy) (If yes, please give details)

Yes No

.....

Does the child/young person have any disability about which we should be aware? (If yes, please give details)

Yes No

.....

Is the child/young person taking any medication? (If yes, please give details.)

Yes No

.....

Has the child/young person been in contact with or suffered from any disease which is or may be contagious or infectious, in the last four weeks?

Yes No

.....

Declaration

Please note that this declaration can only be signed by those with parental responsibility.

- I give permission for[insert name] to take part in the event named above.
- I consider my son/daughter to be medically fit to participate in the activities outlined.
- I require that my son/daughter be excluded from the following:

I UNDERTAKE TO INFORM THE LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE BY THE DATE OF THE EVENT.

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

Yes No (Please tick)

Signed (parent or adult with parental responsibility) Date / ... /

Use of images permission

1. May we use a photograph in CNBC printed publications? YES / NO
2. May we use the image on the Church website or other CNBC social media sites? YES / NO
3. May we record the image on video? YES / NO
4. Are you happy for a picture to appear in the media (ie. local/national newspaper)? YES / NO

Our permission will continue until our child reaches the age of 18 years, unless we otherwise give notice.

Signed (parent or adult with parental responsibility) Date / ... /