



Chipping Campden  
Baptist Church  
Safeguarding Policy,  
Good Practice,  
Guidelines & Forms

2024

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# Safeguarding Policy Statement

Name of Organisation: **Campden Baptist Church (CBC)**

**Church Vision:** Proclaiming Jesus Christ to people today  
Making disciples  
Building God's Kingdom and Serving our Community  
Praying for Revival  
Planting new churches  
Reaching the nations

CBC recognises the importance of its ministry to children, young people and adults at risk, as well as its responsibility to protect and safeguard the welfare of children, young people and adults at risk entrusted to the work of CBC. **Safeguarding** is the protection of adults and children from harm, abuse or neglect. Safeguarding involves a range of activities aimed at promoting the individual's right to be safe. These include making and maintaining safe environments for all, having processes to follow should something go wrong, and support for everyone involved. See **Spectrum of Safeguarding** below

The following policy was revised, updated and agreed by Campden Baptist Church on 24<sup>th</sup> April 2024.

- **As a church we are committed to supporting and encouraging children, adults, parents and families in the growth of their Christian faith**
- **As Ministers, staff, volunteer workers and church members we are committed to the nurturing, protection and safeguarding of children, young people and adults at risk**
- **We recognise that Safeguarding is everybody's responsibility**
- **We are committed to following the agreed procedures and following statutory, denominational, educational and specialist guidelines**
- **We seek to support all in the community affected by abuse with whom we have contact**
- **We review this policy regularly**

**As part of our Vision and Mission, CBC are committed to:**

- Valuing, listening to and respecting children, young people & adults at risk, as well as promoting their welfare and protection
- Safe recruitment, supervision and training for all the children's workers within CBC
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting children and their parents/carers
- Supporting those in the community with whom we have contact who are affected by abuse
- Maintaining good links with the statutory childcare authorities and other organisations

If you have any concerns for a child or in relation to any Safeguarding matter, please speak to **Gill Woods** who has been approved as **Designated Safeguarding Person**. If the Designated Person is unavailable, please contact the designated **Safeguarding Deacon**. These individuals have been nominated by CBC to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

A copy of the full policy, good practice guidelines and all relevant forms are kept on file and is available in the church premises during normal times of meeting (and online at [CBC Safeguarding Policy](#))

*Signed:*

|       |                                |
|-------|--------------------------------|
| _____ | Ministers                      |
| _____ |                                |
| _____ | Children’s Ministry Leader     |
| _____ | Youth Ministry Leader          |
| _____ | Designated Safeguarding Person |
| _____ | Safeguarding Deacon            |
| _____ | Church Secretary               |

Date: \_\_\_\_\_

**Ministers**

Rev’d Philip Deller & Rev’d Edward Ibberson

**Children’s Ministry Leader**

Mrs Verity Booker

**Youth Ministry Leader**

Mr Tim Crummack

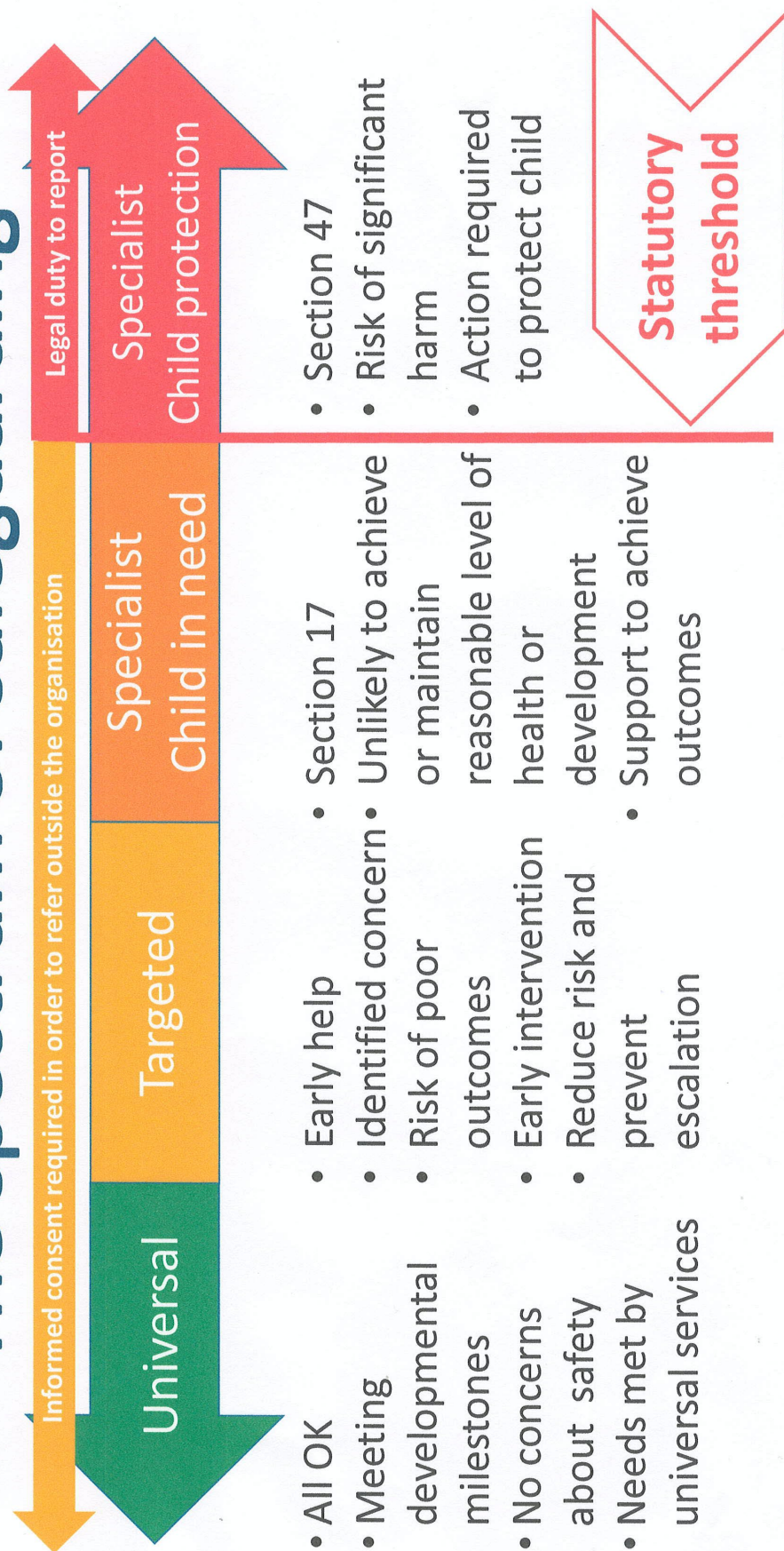
**Designated Safeguarding Person**

Mrs Gill Woods

**Safeguarding Deacon**

Mrs Maralyn Harvey

# The spectrum of safeguarding



## CBC's Policy

Campden Baptist Church recognises the need to provide a safe and caring environment for children, young people and adults at risk. They also acknowledge that children, young people and adults at risk can be the victims of physical, sexual and emotional abuse, and neglect. Campden Baptist Church have therefore adopted the procedures set out in this document (hereafter "the policy"). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and enclosed practice guidelines are based on a model published by the Baptist Union (Safe to Grow) and Churches' Child Protection Advisory Service (CCPAS) and prepared in consultation with other organisations published guidelines.

Campden Baptist Church are committed to on-going Safeguarding training for all children's, youth, and workers in contact with adults at risk, and will regularly review the operational guidelines enclosed with this policy.

CBC also undertake to follow the principles found within the Abuse of Trust (see below) guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

## Definition of Terms

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

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

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

### Safe Community

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

Safeguarding concentrates quite rightly on the importance of children's and young people's workers being appointed carefully, behaving appropriately, and adopting safe practices in order to promote the safety and welfare of children and young people in the life of the church. However, when children and young people become a part of the life of the church, they become part of a far wider community. This wider community life of the church has the potential to enrich their development and growth, but it also brings with it additional risks that need to be addressed.

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

Firstly, this wider community involves the other children and young people. We dare not ignore the fact that children and young people are able to be cruel and unkind to one another. We, therefore, need to have procedures in place which address in particular the potential for bullying. (note that any counter bullying policy relates to all forms of bullying and includes the bullying of children by adults and vice versa.)

Secondly, children and young people are often introduced and welcomed into the wider church community. Particularly when children and young people attend church on Sundays (but also on other occasions) they will be on the premises and may interact with a wide range of people who will not have been through any kind of 'vetting' procedure and who may not have any awareness of the church's safeguarding policy and procedures. In this regard, a particular issue arises when a person attends the church who is known to have offended against children or young people in the past. As a gospel community that seeks to be inclusive and that offers forgiveness and new life, we seek to do all in our power to enable such a person to find their place within the community of the church. However, this will have to be done in such a way that children and young people are not placed 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.

## The Safeguarding Team

includes the Designated Person, the wider Leadership Team and whole CBC Family

The role of the Designated Person is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department where appropriate. It is Social Services' task to investigate these matters. CBC will support the Designated Person in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis.



**Designated Safeguarding Person :**

**Safeguarding Deacon/Trustee :**

**Ministers :**

**Youth Ministry Leader**

**Children's Ministry Leader**

**DBS Verifier**

***(also authorised to verify DBS checks)***

Gill Woods

Maralyn Harvey

Philip Deller & Edward Ibberson

Tim Crummack

Verity Booker

Lorna Shawcross

Maralyn Harvey & Edward Ibberson

### **Deacons/Trustees**

- Ultimately responsible for Safeguarding and Good Practice
- Responsible for implementation of policy and procedures
- Responsible for supporting the teams and workers/volunteers.
- Responsible for raising awareness about best practice within the church.
- Responsible for ensuring that the relevant people have received the appropriate training.

### **Safeguarding Deacon/Trustee**

- Takes the lead amongst the Diaconate/Trustees Team for Safeguarding matters.
- Be the point of contact with Deacons/Trustees for Safeguarding issues.
- Ensures the Safeguarding Policy and procedures are reviewed annually.

### **Designated Person for Safeguarding (DPS)**

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

### **Disclosure and Barring Service (DBS) Verifier/s**

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the minister/s).

### **Minister/s (including Children's & Youth Ministry Leaders)**

- Share the general responsibility for the adoption and implementation of CBC's Safeguarding Policy
- Should be made aware of any safeguarding and child protection issues within the church
- Take responsibility for ensuring that pastoral needs of all are being met.

## All Age Community

The church community is unlike many other communities that work with children and young people. The church community is an all-age community seeking to make space for all - all ages, all abilities, all backgrounds.

If an organisation's sole focus is to work with children and young people, it is possible for that organisation to establish very firm boundaries such that anyone who is thought to be unsuitable to work with children and young people can be excluded from the organisation.

In this kind of community there will be occasions when boundaries become blurred. For example, there will be times when it will not be at all clear whether the church is taking responsibility for the care of children and young people or whether the children, while on church premises, are still in the care and responsibility of their parents. There will be a number of occasions when children and young people will be present on church premises as part of the all-age community of the church where careful consideration needs to be given as to what it means to provide them with a safe environment:

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

Some general points need to be made with regard to all of these situations:

- All of these situations give rise to circumstances where children and young people could be placed in a vulnerable situation should a bully or a potential abuser wish to take advantage.
- These situations highlight the importance of the Safeguarding Children Policy being adopted, owned and understood by the whole church membership. The annual review of the policy should address areas of church life where adults, children and young people come together but where no formal children's or youth activities are being organised. The report of the review should also give an occasion for educating the church meeting and helping all church members and members of the congregation to understand their responsibilities with regard to safeguarding.
- Wherever possible it should be clear when representatives of the church are taking responsibility for the welfare of children and young people and when children and young people on church premises are in the care of their parents/carers.
- Good and clear communication with parents/carers is imperative so that they understand when the church is taking responsibility for their children and when the church understands the children and young people are in the care of their parents/carers.
- Whenever children and young people are on church premises, regardless of whether they are in the care of their parents or of the church, the church will be responsible for health and safety issues regarding the church premises.
- If the church is aware of hazards affecting the welfare and safety of children and young people in the context of church-organised activities or relating to the church premises, it has a duty to take action to minimize the risks posed by those hazards.

### **Before, During, and After Church Services & Gatherings**

Sunday services are a time for fellowship. Before the service, members of the congregation greet one another and catch up on the week's news and after the morning service has ended in many of our churches people are encouraged to linger over refreshments. During this time children and



young people are often mingling with the rest of the congregation or taking themselves off to play with friends. It is important that due consideration is given to ensure the safety and well-being of children and young people during these times.

- **Our morning service is held in Chipping Campden School. This is a 'public building' and as such, parents, carers, and all members of the congregation should recognise that we are 'visitors' to the building.**
- **CBC makes it clear that children and young people are under parental responsibility before, during and after the service, unless they are taken to an age specific group.**
  - All children and young people in our Junior church groups must be signed in and signed out by their parents/carers with the group leader/team. Once the children have been collected from their group the responsibility for each child reverts from the group leaders to the parents or adult who is in charge of collecting them.
- **Special care and attention must be given in and around the Car Park, as well as recognising members of the public are visiting and using the Leisure Centre facilities.**

If children under the age of 8 attend unaccompanied by any adults either:

- their parents/carers should be informed of the level of care that the church is able to take for their welfare (i.e. when they will be in the formal care of workers); or
- the workers in their groups should take responsibility for them from the time they arrive at church to the time they leave. A meeting point and time should be agreed before the service. After the group finishes, the worker will be responsible for the child until the child leaves the church premises.

It is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by the parent/carer) when not part of an organised children's group, or during those times the church should make arrangements for an adult to supervise such young children.

- Particular care and planning should be used (including assessing risks) when Junior Church/Young People gather away from the School Premises on a Sunday morning; including
  - making careful plans if children walk between the School and CBC's High Street Building to ensure road safety and a sufficient child:adult ratios
  - clear signing in and signing out protocols for children/young people with parents/carers.
  - What to do and who to contact in an emergency or if extra assistance is needed.

## **Duty Stewards**

During a Morning Service at Campden School there are usually one or two people serving as a Duty Stewards who oversee setup and set down, support the welcome team and help co-ordinate our activities on any given Sunday morning. As such, a Duty Steward should have received a satisfactory DBS Disclosure.

A Duty Steward is not normally expected to take part in any of the Junior Church groups meeting during a Sunday morning service. However, a Junior Church leader/helper may summon the Duty Steward as an additional adult if help is needed (e.g. where a worker is alone with a child, or a circumstance arises where another adult would be helpful).

The church should be aware of any particular hazards to children and young people during Sunday services, and times when we gather for other fellowship events. In particular, we will consider the following...

- Are children and young people congregating in rooms in the church with no adult supervision?
- Are there any hazards associated with the serving or preparing of hot drinks?
- Is it possible for young children to wander from the church premises unsupervised onto a road?
- We consider the kitchen in the High Street Building, as well as the Kitchen/Catering area at the School as 'out of bounds' for children and young people; unless they are being closely supervised or part of an organised activity (i.e. making pizzas, Pancake party etc.). Similarly, the balcony area in the High Street Building should not be used by children or young people who are unsupervised.
- If there are any adults in the congregation who pose a risk to children and young people their behaviour should be closely monitored during these times. If CBC has a known offender attending it is important that the conditions of the offender's contract are fully enforced and adhered to (see page 95-98)

## **Visitors & Guests**

Normally, only people allowed to participate in a children's/youth activity are the leaders and workers assigned to that group. Other adults should not be allowed free access.

From time to time visitors or guests might attend a group or event (i.e. parents, special guests, family friends of a child/young person).

Similarly, someone might be invited to attend a group with the view to joining the team of leaders/helpers.

### **Guidelines**

- The team/group leader should be informed that a guest/visitor will be present and the reason for their attendance with a group or at a meeting.
- Ideally, the visitor should wear a badge/lanyard identifying them as a 'visitor', and the leader should usually introduce the guest as a 'visitor' to the group.
- A guest or visitor should not be left alone with the group.
- Normally, a visitor would only be expected to attend the group no more than 2 or 3 times. If someone 'visits' regularly the children/young people may begin to assume the adult is a regular part of the group or team.
  - If the visitor is exploring whether to join the team as a leader or helper, after 2 or 3 visits the Team Leader should begin the normal process of Recruitment. (see p.30)

- The group leader and team members should use wisdom to maintain a healthy balance providing a hospitable welcome to any visitor whilst exercise good judgement and due care for children and young people.
- Talk through any issues, or particular circumstances with the appropriate Children's Ministry Leader or Youth Ministry Leader. Alternatively discuss with the Designated Person for Safeguarding.

## **Family, All-Age Services & Messy Church**

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

It is important that the parents or carers of children and young people understand the basis on which their children are attending the service.

- Any parents who are present should know that they are not entrusting their children into the care of others but remain responsible themselves for the welfare of their children.
- Any parents who send their children unaccompanied should understand the level of care and supervision that their children will be given.
- Again, it is not wise for children under the age of 8 to be on church premises unless they are in the care of an adult. Either it should be insisted that children under the age of 8 are accompanied by a parent/carer (or another adult identified by a parent/carer), or the church should make arrangements for an adult to supervise such young children.

CBC affirms to all parents/carers that the church does not take responsibility for the care of children and young people who attend all-age services and Messy Church, and that all children and young people will be deemed to be in the care of their parents/carers or an adult to whom the parent/carer has entrusted their child.

Even if it is clear that children and young people are in the care of their parents for a family service, the church will continue to have a duty of care with regard to the wider welfare issues for the members of the congregation including children and young people.

## **The Multi-Generational Dramatic or Musical Production**

The experience of putting on a dramatic or musical production that brings the whole church family together can be a powerful way of building relationships across the church family. However, care should be taken that the church's Safeguarding Children Policy is not compromised during the process, thus putting children or young people at risk. However, neither should fears about safeguarding issues make such a project unworkable, because it is thought that everyone who has any kind of contact with children or young people will have to have a DBS Disclosure.

Children and young people will be appropriately protected if the following guidelines are followed:

- named people will be responsible for the care and welfare of children and young people during the rehearsals and production
- these people will be appointed under the procedures laid down under the church's Safeguarding Children Policy and will be fully conversant with the church's policy and procedures
- at least two of these named people will be present whenever children and young people are involved in rehearsals and for the production itself

- these named people will be responsible for ensuring the welfare of children and young people and in particular will be vigilant to ensure that all interaction between adults and children is appropriate and does not pose a risk of harm to children and young people.

## Other User Groups

From time-to-time other groups may use the church building for events or groups (private or community use). If these outside hirers use our building it is good practice to require them to have a Safeguarding Policy and accompanying procedures in place.

Hiring the Church Building / Room usage is overseen by the Church Secretary.

CBC reserves the right to request to see a copy of this safeguarding policy and procedures document.

CBC notes that it is not our responsibility to ensure that the safeguarding policy is being properly implemented. This responsibility lies with the group themselves and their trustees. However, if it came to light that a group using our premises were not following appropriate safeguarding procedures and that people were being placed at risk, the church should seriously consider terminating the rental/hire/use agreement.

Some groups using church premises may need to be registered with OFSTED. If this is the case CBC will request to see their OFSTED registration certificate. 'One-off' private hirers (for example, children's parties) would not be expected to have a safeguarding policy, but they would still need to show due care and attention.

Renew55 is covered by the Safeguarding Policy of CBC which supports it, and the hosts will need to be DBS checked and trained in accordance with this policy.

### **Renew55 Safeguarding Statement:**

This policy applies to all situations and places where Campden Baptist Church serves including Renew55, our wellbeing cafe.

All hosts at Renew55 are DBS checked and are accountable to the leadership team of the church.

The centre managers are safeguarding trained and are responsible for delivering training to all hosts and ensuring that they remain regularly trained and aware of our policy and procedures.

In addition, at Renew55 the team can seek the advice of local Mental Health teams and have weekly update and check in meetings with them to discuss any concerns.

All are welcome at Renew55 as at any of our meetings. As this is a place overtly welcoming of adults at risk the family rules of the place are clearly displayed and regularly discussed.

Anyone not complying with these rules around respect and consideration of others will, politely, be asked to leave by the Centre Manager.

If after a request to leave, there is further trouble the centre manager will phone the local police and ask them to attend. In the rare instance of either known risk to others or consistent bad behaviour the centre manager can refuse entry with the support of the mental health team or police. In both instances the Centre Manager will inform the Minister/s and the Designated Person for Safeguarding. An [Incident Form](#) (see Appendix) must be completed.

Children and young people are covered under the Safeguarding Policy. They are welcome at Renew55 under adult supervision. Anyone under 18 attending Renew55 is the responsibility of their parents or carers.

At Renew55 all areas must be kept visible.

### **Renew Wellbeing Safeguarding Policy**

The overarching charity **Renew wellbeing** will deliver training and support to each renew centre helping and training each church to update their policies and good practice. Renew55 will always come under the authority oversight and safeguarding policies of Campden Baptist Church.

Renew wellbeing agree hold the same safe to Belong policy as the Baptist Union and all workers visiting projects and delivering training will be DBS checked. Renew wellbeing work closely with council mental health teams and review training annually to be updated on all issues regarding safeguarding and mental health.

In case of any issues the contact person for Renew wellbeing is Ruth is [ruth@renewwellbeing.org.uk](mailto:ruth@renewwellbeing.org.uk)  
0781 129 7462

<https://www.renewwellbeing.org.uk/>

Registered Charity Number 1173963

## Safe Practice

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

### **Procedures to promote safe practice**

There is widespread concern that the 'Health and Safety culture' that has become part of the modern society has got out of control. Some have become so afraid of taking risks that children and young people are prevented from taking part in activities that bring enjoyment, adventure and challenge into their lives. However, that same 'Health and Safety culture' has grown up because in the past we have often been careless of risk. Schools, clubs and churches have organised activities without giving due care and attention to the potential hazards that might cause harm to children and young people – hazards that could have been foreseen. Often very simple measures can be taken that enable children and young people to continue with all of the activities that they were doing, but in a way that minimizes the risk. A very simple example would be using round-ended scissors rather than scissors with a sharp point.

At CBC, we are not trying to create the illusion of a risk-free world for children and young people. Indeed, that would be unhealthy for children's development. Some degree of risk in life is unavoidable. Part of a child's development is in learning to live in a world that can sometimes be threatening and harmful. However, we should seek to minimize the occasions for unnecessary risk. The law does not expect us to eliminate all risk, but under our duty of care as a church we are required to protect people as far as is 'reasonably practicable'.

At CBC we have a sensible culture of safety and risk assessment when working with children and young people. The best way to do this is to introduce procedures and practices that become 'second nature' to those who are working with children and young people in the church.

## Health and Safety

A desire to safeguard children and young people from harm will mean that we need to be safety conscious. This will begin with the buildings in which the activities take place. CBC takes health and safety seriously; we regularly review our Risk Assessment Policy and Procedures. Particular attention should be focussed on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

We encourage of group leaders, as well as church members and congregation, to be active and 'notice' if they see, discern or observe any risks or issues which could cause harm or danger. Many eyes and ears enable us to mitigate and reduce risk, and prevent it being 'someone else's problem'.

If you notice any issues relating to Health and Safety, please address your concerns to either the Church Secretary (Alan Slough), one of the Deacons or one of the staff team.

## Financial Integrity

Arrangements are in place for dealing with money, financial transactions and gifts, as outlined below. These relate to both paid staff and volunteers:

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

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

## What is a risk assessment?

A risk assessment means looking at what could go wrong and deciding on ways to prevent or minimise that risk.

We all carry out informal risk assessments every day:

- Is it going to rain? I'll take my coat and an umbrella just in case.
- Is it safe to cross the road? Find a safe place to cross, look right and left...

There are a number of ways to carry out risk assessments. The following is a basic, straightforward method recommended by the Health and Safety Executive. This method is dependent on identifying potential 'hazards' and then assessing the 'risk' that those hazards could pose.

- A **hazard** is anything that could cause harm
- The **risk** is the likelihood (whether high or low) that someone will be harmed by the hazard

### Step 1: Identify the hazards

Walk around the venue, think through your programme and think about the individual children and young people you are working with (taking into account age, special needs, whether physical, emotional or behavioural etc.).

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

### Step 2: Decide who might be harmed and how

For each hazard think through who might be harmed:

- ✓ groups of people (e.g. children, young people, youth leaders, parents)
- ✓ individuals - (e.g. a child with special needs)
- ✓ How might they be harmed? What type of injury?

### Step 3: Evaluate the risks and decide on precautions

What can you do about the hazards?

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

### Step 4: Record your findings and implement them

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

- ✓ Risk Assessments can then be reviewed and reused at a later date.

### Step 5: Review your risk assessment and update if necessary

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

#### General risk assessments and specific risk assessments

A general risk assessment should be done at the beginning of each term or set of sessions, considering the programme and the venue. Specific risk assessments should be done for activities



which are out of the ordinary, for example a trip out, or an activity with particular risk factors (cooking, woodwork etc.).

**Example grids for carrying out a risk assessment**

**Risk Assessment Form**

Appendix

[https://drive.google.com/file/d/1TCVZeylOZXUdC-jo\\_KKtJxUxwnSW-PJw/view?usp=sharing](https://drive.google.com/file/d/1TCVZeylOZXUdC-jo_KKtJxUxwnSW-PJw/view?usp=sharing)

| <b>Activity-Youth Club (general)</b>   |  |  |  |
|--|--|--|--|
| <b>Identify the Hazards</b>  | <b>Who might be harmed and how?</b>                | <b>Evaluate the risk and decide on precautions</b>   | <b>Review your assessment and update if necessary</b>  |
| Inadequately supervised children/young people<br><br>Accidents, bullying, etc. | Young people<br><br>Leaders/helpers<br><br>Parents | Ratio of staff to young people (see <i>below</i> )<br><br>All rooms that are being used to be adequately staffed<br><br>Any young people with special needs - do they need particular help for certain parts of the programme? | If a volunteer can't come at the last minute, how does that affect your evening's programme? |
| Accidents playing games  | Young people<br><br>Leaders/helpers                | First aid kit and first aider on premises<br><br>Think through games - are they suitable for the age profile of young people?<br><br>Access to phone   | Re-assess risk<br><br>Is field clear of hazards?   |
| Safety of premises   | Young people<br><br>Leaders/helpers<br><br>Parents | Walk around the premises and consider what could reasonably be expected to cause harm  | Another group is sharing the premises on a particular night                                  |
| Use of kitchen   | Young people<br><br>Leaders/helpers                | Young people to stay out of kitchen unless adequately supervised   |  |
| Trips out  |  | Separate risk assessment to be done  |  |

## Outings and Overnight Events

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

- A specific should be carried out, including an assessment of the appropriate [ratio](#) of adults to children.
- Parents should be informed in writing of the arrangements.
- Consent forms will be obtained for the specific activities involved (and available for the duration of the event by the designated leader/s. These must be held securely).
- The children and young people should be divided into groups, each with a responsible adult, even if the whole group is to remain together. Each adult should be given a written list of those children or young people for whom they have responsibility.
- If travelling in several small groups, it is good practice to insist that the same group of children or young people travel with the same adult on both the outgoing and return journeys. This minimizes the possibility of children or young people going astray because of false assumptions that someone else has taken them.

### Overnight events

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

All of the above bullet-points should apply. Additionally, the following best practice should be followed:

### Risk assessment

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

### Parental Consent

- Separate parental consent should be obtained for each event where the child or young person will be cared for overnight. (see page 106)
- A contact phone number overnight for the parent/carer should be obtained for the particular night(s) of the event.
- Parents/carers should be given the address of the overnight venue together with a contact phone number for making contact in the event of an emergency. If giving a mobile phone number as the main point of contact please ensure beforehand that the signal strength at the venue is sufficient to make and receive calls.
- Consideration should be given to having a meeting with parents/carers prior to the event

### 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.

### **Sleeping arrangements**

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep.

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed the DPS will seek advice from the Regional Safeguarding Lead.

- Males and females should sleep separately.
- If it is a mixed group of both boys and girls, there must be a mix of male and female adult workers.
- Consider carefully potential impacts and scenarios for the group with overnight stays; e.g. the ages of the children (i.e. have they stayed away before), their need of support, the likelihood of older children bullying younger children, and the nature of the venue.

### **Checklist for Residential Activities**

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

- At least one of the workers/leaders should be responsible for First Aid and should hold an appropriate, valid certificate
- Ideally the person responsible for catering should hold a Basic Food Hygiene Certificate
- Check the insurance cover of any building in which you will be sleeping. There may be a limit on numbers it accommodates. If you exceed these, insurance can be invalid.
- Check the building and know where water, electricity and gas can be turned off.
- Fire safety
  - Know the fire drill for the building, and make sure you have a fire drill as soon as possible after entering the premises.
  - Know where the fire extinguishers are.
  - A Location Specific Plan should be displayed alongside the Fire Notice in each room.
  - Church halls and rooms used for sleeping larger numbers of people must have two means of exit.
- Know where the nearest hospital and doctor are. It is good practice to make contact with a local doctor prior to the event.
- Should a situation arise that requires medical assistance for a child/young person (e.g. first aid, paramedics, medical supervision, A&E), the group leader (or other leader) will endeavour to contact and inform parent/s (carers) as soon as reasonably possible, taking into account the age of the child, nature of the injury and time of day/night.
- It is a good idea to notify the local police. This applies if you are sleeping in any building, even if only for one night, and even if it is your own church. Also, it is helpful to inform the fire brigade.

- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, giving the name and telephone number of the child's doctor and consenting to emergency medical treatment.
- Residential activities must have safety rules
  - letting adults know where you are
  - not entering the kitchen without asking the cook, etc.
- Make sure the children have appropriate clothing for whatever activity they are taking part in. It is useful to issue a 'kit list' for residential activities.
- Where outdoor activities are concerned, either leaders should have the appropriate qualification, or if the activity is being provided by an outside organisation, then you should check that this organisation is registered with the Adventure Activities Licensing Authority and has appropriate insurance. Current guidelines suggest that for any camping or hill walking activity, the basic qualification which should be held is the Basic Expedition Leader Award (BELA) or an equivalent, for example a scout or guiding qualification.

### **Named person for safeguarding on the trip**

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding.

A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event. This person should be identified on the Risk Assessment Form.

## 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.

### **Named person for safeguarding on the trip**

As with trips arranged for Children and young people there will be a named person for safeguarding for all outings and residential trips involving adults at risk. This person will not necessarily be the Church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

## Ratios

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

### The age of the children and young people

- Generally speaking, the younger the children, the higher the ratio should be of adults to children.

### Special needs

- Do any of the children have special needs that will require additional support?

### Behavioural issues

- Do any of the children or does the group as a whole present challenging behaviour that can be difficult to control?

### The Venue

- If your buildings are large and sprawling and it is difficult to contain children and young people while on the premises it may be necessary to have additional personnel
- Activities that take place away from the church premises normally require a higher ratio of adults to children than those that take place inside.

### Covering for emergencies

- How will you manage if someone has an accident and needs immediate medical attention?
- If one of your workers is likely to be 'on call' is there sufficient cover in the event that he/she is called away?

### Gender balance

- If you have a mixed group of children and young people, it is ideal to try to ensure that you have both male and female workers present. This becomes increasingly important for older age groups.

### Recommended minimum ratios

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

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. **A married couple or other directly related people should be counted as one adult** for the purposes of the recommended ratios rather than two workers.

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

### **What happens when ratios fall below the required level?**

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

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

### **The one-off situation**

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

- Determine whether it is safe to continue with the planned programme
  - Are there ways of working that would reduce the risks?
    - Internal doors should be left open.
    - At least two people should be present before external doors are opened for an event.
    - Consider whether you could combine groups together or rearrange planned activities.
    - Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.
  - If this is a week when additional staff were required because of the nature of the planned activities should the activities be changed?
- If children's and young people's safety is being put at unacceptable risk, then the event should be cancelled
- Write a report detailing:
  - the circumstances that led to the reduced staffing levels
  - the actions that were taken to reduce the risk to the children and young people.
- Give a copy of the report to the Designated Person for Safeguarding

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 the reduced staffing will lead to one adult being alone with a child or a group of children or young people, then (if there is time) the event should be cancelled. If there is an emergency that leads to this situation, then the worker who is left alone should follow the practice outlined in the Code of Behaviour. (see page 25)

### **The on-going situation**

When insufficient volunteers can be found to staff a particular group at the optimum level a careful assessment of the situation should be made to see if the risks can be reduced or managed in a sustainable way.

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



## Guidelines for Being Alone with Young People

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

This will mean:

- A worker should never plan to be alone on church premises with children or young people
- When there are insufficient leaders and workers to have two for each group doors should be left open, or two groups should work in the same room. (Wherever possible all doors should be fitted with glass panels.)
- At least two people should be present before the doors are opened as children and young people arrive for a group and at least two adults should remain until the last child or young person has left the building or room at the end of a meeting.
- A worker should never invite a child or young person to their home alone. It may be acceptable to invite a group if another adult is in the house. Establish that each parent/carer knows where their child is and at what time they should return home.

### Unplanned Occasions When a Worker is Alone with Children or Young People

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

- Assess the risks involved in sending the child or children home against the risks and vulnerability of being alone with them

Wherever possible, immediately phone another appropriate person to report the situation. Workers should know who they should phone in such a situation. It could be the Designated Person for Safeguarding, the Safeguarding Deacon, the Children's Ministry Leader, the Youth Ministry Leader or one of the Ministers.

- Make a written report of the situation ([Incident Report Form](#)) immediately afterwards and give a copy to the Designated Person for Safeguarding. (The report serves two functions. It helps to ensure appropriate accountability for situations where there is increased vulnerability and risk. It also allows for the monitoring of situations where workers are on their own with children and young people. If the same situation keeps recurring, working practices can be reviewed.)

<https://drive.google.com/file/d/1vjxpgAG1WHFFNiDvXBeiPZpozW8TIXf/view?usp=sharing>

There may be other situations when a child or young person asks to speak to a worker on their own. The most common situation is when a youth worker is offering support or pastoral guidance to a young person where privacy and confidentiality are important. The following guidelines should apply:

- If the worker believes that to speak to the young person on their own would place them in a vulnerable position (for example, because the young person has developed an inappropriate attachment to the worker) the worker should insist that another worker should also be present
- If it is possible for the conversation to be held in a quiet corner of the room where others are present, but where sufficient privacy can be assured, this option should be taken

- If this is not possible, the conversation is best held in a room with the door left open or where there is glass in the door so that others can see inside the room
- Another adult should be in the building and the young person should know that they are there
- Another adult should know that the interview is taking place and with whom
- A worker should set an agreed time limit prior to the conversation and stick to it! It is the responsibility of the worker, as the adult involved, to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary.
- A youth worker should not invite a child or young person to their home alone nor go to the child or young person's home if they are alone.

Children and young people will want to speak to the person they most trust when looking for help and support. It is therefore important that all workers are aware of these guidelines so that they are able to respond appropriately when the situation arises. However, it should be recognised that these guidelines are specifically designed for workers to respond to requests made by children and young people. If it is felt to be appropriate for workers to be more proactive in working one to one with young people, the guidelines in the next section should be followed.

## **Working One to One**

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

- It would be rare for one to one work to be part of the normal pattern of work with children under secondary school age.

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

- taking time to listen as a young person shares an issue they are facing
- offering ongoing support and advice
- a formal agreement involving a mentoring relationship between an adult and young person
- the need to meet a young person who is facing a crisis in their life
- discipleship of a young person, including accountability, prayer, Bible study

We need to find appropriate and safe ways of coming alongside young people in this way and ensure guidelines are in place to safeguard both the young person and the adult. These guidelines should be clearly communicated to members, workers and parents. Young people need to know that those working with them are dependable, reliable and available, while keeping within appropriate boundaries.

## **Recognition**

Although any youth or children's worker may find themselves in a situation where a child or young person wants to confide in them and a one to one conversation is appropriate there are some for whom it may be appropriate to work more regularly in one to one settings. Often this is more likely to feature as a component of the work of paid youth workers, but not exclusively so.

We recommend that any who work in this way in the church should:

- have proved their willingness to work within the policy and procedures of the church's Safeguarding Children Policy
- have demonstrated their capacity to respect appropriate boundaries in their relationships with children and young people

- be formally recognised as someone who has the trust of the church to engage in one to one working with young people

All workers should be aware that they need the specific permission of the church to work one to one if this is to be a routine part of their interaction with children and young people.

### **Accountability**

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

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

### **Supervision**

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

### **Maintaining Distance**

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

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

### **Confidentiality**

Appropriate confidentiality is necessary. When young people share personal information, they will need to know that the worker is not going to share that information with others in the church – particularly as the workers can be friends of the young person's parents. However, workers must understand that if they believe the young person they are talking to, or other young people, are at risk of harm then they have a responsibility to pass that information on. Great care should therefore be taken before promising confidentiality.

What is most important is that the young person knows what the boundaries of confidentiality are. There may be times when the worker believes that it would be helpful to talk to others about the matters that have been shared. In this situation, the worker should talk this through with the young person.

### **Venue**

Any contact with young people should be in a public place, at an appropriate time and in view of another adult (i.e. early morning, late night or whilst they should be at school is not appropriate). For example, you could meet with a young person in a one to one situation

- at the end of a youth group event whilst others are clearing up
- during a youth group session, in a side room with the door open and others knowing that the meeting is taking place

- at a coffee shop after school.

One to one work can be an essential part of youth work, but there are risks involved with this type of working for both the young person and the youth worker. One to one work must be practised safely, appropriately and within agreed guidelines. Whatever age group we are working with, one to ones must not operate outside of the law.

A good resource for further thinking about one to one working is: *Can We Have a Chat? Working safely with young people one to one*, John Langford, Grove Publications, 2006.

## Parental Consent

A key component in developing safe practice with children and young people is to work in partnership with parents/carers. When children and young people are in the care of church groups, activities and organisations it is important:

- to have the consent of the parent/carer
- to have a point of contact in the event of an emergency
- to know key information about the child or young person that may impact on their wellbeing
- to provide clear information to parents/carers about the group and activities the child or young person is involved in and the safeguarding policy of the church

We make use of Consent Forms (primarily via Churchsuite, but also with a paper copy available) and will ask for additional consent for events or activities that are 'out of the ordinary' in terms of the regular and normally expected routine.

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

Should a situation arise that requires medical assistance for a child/young person (e.g. first aid, paramedics, medical supervision, A&E), the group leader (or other leader) will endeavour to contact and inform parent/s (carers) as soon as reasonably possible, taking into account the age of the child, nature of the injury and time of day/night.

Any information given on Consent Forms is held in accordance with the church's Data Protection Policy. Churchsuite is fully compliant with current data protection regulations. In complying with data protection legislation, we seek to ensure that the information retained is accurate and that information is held only while the information is necessary and relevant.

This means we seek to actively keep records of children and young people up-to-date:

- We require parents/carers to complete the consent form annually, ensuring that the contact information is accurate and that any changes in a child's medical condition, etc. are updated
- the records of any children and young people who have stopped attending will be deleted.
- Information given on Consent Forms will not be distributed to 'third parties', other than in specific circumstances or on a 'need to know' basis.

Online : [Parental Consent Form](#) (via ChurchSuite)

[Paper Version : Appendix](#) (printable)

## Good Practice : Safeguarding

- One of the marks of an organisation that is able to respond well to concerns about the welfare of children and young people is that there is a well-defined structure of supervision of those working with children and young people.
- Please note that the word 'supervision' is used here in the general sense of defining a working relationship in which one person is accountable to another rather than literally being present while the person is undertaking their task. We use the term 'close supervision' to define this latter situation.
- Organisations where there is no accountability structure leave themselves open to situations where workers become casual about safeguarding matters and put children and young people, or themselves, at risk. These organisations are also very attractive to those who are intent on finding opportunities to harm children and young people as their behaviour is less likely to be recognised at an early stage. Organisations where those given leadership responsibilities know that it is their duty to maintain proper standards in safeguarding and to address inappropriate behaviour are much more likely to sustain a culture in which the welfare of children and young people is a priority.
- All new volunteers and workers will need to be supervised more closely until we are sure that they are working safely and within this Safeguarding Policy.
- We encourage and support each other in the habit of helping one another in developing best practice. Without being intrusive, we seek to help one another maintain the culture of good practice that is the key to safeguarding children and young people.
- Safeguarding issues should be regularly on the agenda of meetings of children's and young people's leaders in the church so that all workers are reminded of the need for vigilance. It is good practice that regular meetings of all workers take place to share thoughts about the children and young people and the activities that are running. This helps to give encouragement and to exchange concerns about individuals.
- A well-defined structure of accountability will help to ensure that if one of the workers is behaving inappropriately that behaviour will be identified and reported promptly to the Children's Ministry Leader and/or Youth Ministry Leader **and** Designated Person for Safeguarding. All workers will know who they should speak to in the first instance when they see someone behaving inappropriately.

Discipline is the education of a person's character. It includes nurturing, training, instruction, chastisement, verbal rebuke, teaching and encouragement. It brings security, produces character, prepares for life and is an expression of God's love for an individual. (Hebrews 12:5-12 & Proverbs 22:6)

### 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.
- Think about language and tone of voice that you are using when engaging with children, young people and adults at risk. Be aware of your body language and the effect you are having on the those you are working with. This applies to both in person and online interactions.
- 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 below). 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 (See section on Transport).
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

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

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

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

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

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

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.
- You do not promise confidentiality.

Consideration should be given to how many workers should be involved with a group and whether they should be male or female workers, or both. See relevant section for recommended ratios.

A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example, if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

### **Guidance and Helpful Pointers**

- Ask God for wisdom, discernment and understanding for the children in your care.
- Work on each individual child's positives, do not compare a child with another, but encourage and affirm them, giving them responsibility for simple tasks.
- Build healthy relationships with children and be a good role model by setting an example. You can't expect children to observe the ground rules if you break them yourself.
- Take care to give quieter and well-behaved children attention and resist allowing demanding children to take all your time and energy.
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.
- If children are bored they often misbehave, so review your programme regularly.
- **NEVER** smack or hit a child and don't shout. Change voice tone if necessary.
- Discipline out of love, NEVER in anger. (Call on support from other leaders if you feel so angry you may deal with the situation unwisely.)



- Lay down ground rules e.g. no swearing, racism or calling each other names, respect for property, and make sure the children understand what action will be taken if not kept.
- Every child is unique and will respond in different ways to different forms of discipline. It follows therefore, each child should be dealt with on an individual basis.

Some children have a tendency to be disruptive in a group. Give them a chance, warn them and only separate if they are disruptive as a last resort.

- Have a disruptive child sit right in front of you or get a helper to sit next to them.
- Be pro-active and encourage helpers to be pro-active rather than waiting to be told to deal with a situation.
- Take a disruptive child to one side and engage with them, challenging them to change, whilst encouraging their strengths.
- Remedial action can be taken against a constantly disruptive child. They can be warned that you may speak to their parents/carers about their behaviour, they may be sent outside the room (under supervision), back into the church service or, after consultation with a church leader and advising the parent/carer, be banned from attending the group for a period of time.
- If a child's behaviour continues to be disruptive despite measures taken above, seek advice and guidance from an experienced or senior leader.
- Pray with the other workers before the session and take time to debrief before you leave.
- Consult and discuss any problems, challenges etc. with the Children's Ministry Leader (for Junior Church ages 0-11) or the Youth Ministry Leader (ages 11-19)

## Working with Disruptive Children

Children are continually growing developmentally. As such, they don't act or behave as mature adults. This is normal. Sometimes children and young people become angry, upset and disruptive. Occasionally their behaviour may endanger themselves or others. The Government has developed national standards in relation to early years and day care. The following guidelines and advice help us in our provision of services to children and young people.

### **If a child/young person is being disruptive:**

- ✓ Ask them to stop.
- ✓ Speak to the child to establish the cause(s) of upset.
- ✓ Inform the child that they will be asked to leave if the behaviour continues.
- ✓ Warn the child that if they continue to be disruptive, this might result in longer-term exclusion from the group.

If a child/young person is harming him/herself, another person or property then

- One leader should escort the other children/young people present away from the area and situation where the disruption is occurring.
- At the same time, and with a second worker present, request the child/young person to STOP.
- If your request is ignored, you might need to warn the individual that you will consider calling for additional help, (e.g. their parent, or the Police) if they do not stop.
- In exceptional circumstances and with assistance, you might need to restrain the child/young person to prevent them harming themselves, others or property whilst you wait for the Police.

CBC will discuss with all volunteers and team members appropriate techniques and strategies of how to diffuse volatile situations.

Further advice can be given by the Children's Ministry and Youth Ministry Leaders, as well as senior members of staff in local schools.

The workers involved should always record what happened as soon as possible after the incident. This should include the following:

- What activity was taking place?
- What might have caused the disruptive behaviour?
- The child's/young person's behaviour.
- What you said and how you and others responded.
- A list of others present who witnessed the incident.

A copy should be given to the appropriate Ministry Leader (Children or Youth), a copy retained by the worker involved, and a copy given to the Designated Safeguarding Person.

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

### Why recruitment procedures?

One of the greatest privileges entrusted to a church in its mission and outreach is that of sharing the love of God with children and young people – passing on the gospel of life and hope to the next generation. For this reason alone, it is important that the local church should have good procedures in place to ensure that the right people are appointed to share in this task, and that those people are then trained and supported.

The need to safeguard children and young people only adds to the importance of adopting a robust appointment process and good support structures for those working with children and young people. Not least it is vital to ensure that inappropriate people are prevented from working with children and young people in the life of the church. To work with children and young people is not a right but a privilege and the need for safety is paramount as we seek to give children and young people the best experience we can of Christian living.

Once appointed it is also important that all of those who work with children and young people in the life of the church continue to receive training in the church's safeguarding policy and procedures, and are properly supervised and supported in their work.

It is important to have very clear procedures in place for the appointment of those who work with children and young people. The kinds of situations that churches should avoid are as follows:

- A notice is given out in the church meeting that a Sunday School teacher is urgently required. Someone volunteers, and at the end of the meeting they are asked if they can begin the following Sunday.
- A friend of one of the youth club leaders starts attending the youth club with them and somehow drifts into being part of the leadership team, with no formal appointment process.
- A new member has transferred their membership from another church. When visited for church membership they say that they have worked with children in their previous church and would be keen to get involved. The visitors decide that they should strike while the iron is hot and introduce the new member to the leader of the mid-week children's club. They join the leadership team two weeks later.
- Someone offers to work with children and young people. An enhanced DBS Disclosure is obtained. References are taken up and an informal interview is conducted. However, no job description is ever written, and no induction is given into the church's safeguarding policy. After a few weeks the worker begins to organise additional activities for the young people in their group, away from the church premises and with no other adult involvement.

These are examples of poor practice in churches that can potentially put children and young people at risk.

Good recruitment practice has been identified as one of the key measures that organisations should adopt if they are serious about safeguarding children and young people. In his report on the Soham murders, Sir Michael Bichard stated, *"The harsh reality is that if a sufficiently devious person is*

*determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed..."* Such vigilance is as necessary in the local church as in any other organisation working with children and young people.

## **Support, Supervision & Training of Leaders & Workers**

CBC will ensure all workers (volunteers and paid staff) are, supported and supervised in their roles as well as receive ongoing training in both Safeguarding matters, as well as how to grow as a leader in children's and youth ministry. The same principles will be applied to those appointed to work with adults at risk.

## **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, person specification 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 may be subject to a DBS check at the appropriate level;
- 3) All applicants will be asked to complete an application form and include the names of two referees;
- 4) Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for;
- 5) Interviews will be carried out by at least two people, including the line manager or group leader;
- 6) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.

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

### **Additional checks for paid workers**

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

### **References**

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. **References should not be sought from family members.**

### **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 with whom they will meet regularly to discuss work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed.

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

### **Training**

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

### **Young helpers under 18 years of age**

In law, young helpers 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.

## DBS Checks

The Disclosure and Barring Service is a government agency which provides information about employees' and volunteers' criminal records history, so that employers are able to make safer recruitment decisions. The DBS check if an individual has any criminal convictions, if they are barred from working with children or adults at risk and if the police hold any other relevant information about that person. The DBS used to be known as the Criminal Records Bureau (CRB). CRB checks have now been replaced by DBS checks. All applications to the Disclosure and Barring Service (DBS) for Enhanced DBS Disclosures have to be submitted by a Registered Body or an Umbrella Body that is recognised by the DBS.

**The Baptist Union of Great Britain are using Due Diligence Checking (DDC).**

For more information please visit the DDC website, <https://www.ddc.uk.net/baptists/>

### **Who needs to be checked?**

Workers who have specific roles or duties with children or adults at risk may need to be DBS checked. This covers both paid workers and volunteers.

- A child is defined as anyone under the age of 18.
- An adult at risk is defined as anyone aged 18 or over who due to disability, mental function, age, illness or traumatic circumstances may not be able to take care of or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

### **Is there a minimum age for a DBS check?**

Yes, only individuals aged 16 years and over can be subject to a DBS check.

### **Can a joint DBS check for children and adults at risk be applied for?**

Yes, a DBS check can be completed for someone working with children, adults at risk or both groups. This is useful if the specific role involves working with both children and adults at risk, or if the applicant has two separate roles, one with each demographic.

### **Do I need to pay for my DBS check?**

If you are a volunteer at CBC, then the DBS check is free. However, if you are working in a paid capacity a charge will due.

All churches in membership with the Baptist Union of Great Britain and of local Associations are able to apply for Enhanced DBS Disclosures through DDC Ltd. The Baptist Union of Great Britain meet all of the processing costs for DBS checks for BUGB churches, through a national umbrella arrangement with DDC Ltd. The checks themselves are free of charge for voluntary workers and £44 for paid staff and ministers.

## Applying for a DBS check at CBC

Applying for a DBS check is a relatively straightforward process and doesn't take too long.

The main DBS Verifier is Lorna Shawcross; who'll be able to help you through the process of applying online and explain what documents/evidence will be needed to complete the application and verification process (If you are unable to access the procedure electronically, there is a paper system; again, speak to Lorna).

If Lorna is unavailable, there are two other people who can verify your documentation; Maralyn Harvey & Edward Ibberson.

**At CBC we require everyone working with children, young people and adults at risk to complete a DBS check.** This will take place when you begin volunteering or helping in these areas of service and ministry. Similarly, we require these checks to be renewed every 3 years.

### What do I need to do?

#### Step 1 : Starting the Checking Process

Make contact with Lorna Shawcross, our primary DBS Verifier who oversees this whole process on behalf of CBC.

If you (the applicant) are considering volunteering or serving on a team working with children, young people, adults at risk, or as a Deacon/Trustee, or Staff Member at CBC, you will need a DBS Check. Your team leader may have already initiated the process and indicated you will need a DBS check.

To initiate online DBS checks, all we require is a name, email address and some basic contact details. The applicant will then be sent an email, providing them with log-in information and a link to our online applicant area. The email also provides some basic information to the applicant to identify ourselves and our relationship with you as the Client. The applicant will also be provided with a point of contact for any queries for the process.

If you are unable to access the internet from home, Lorna Shawcross is available to guide anyone through the process either at church, or at a mutually convenient time.

#### Step 2 : Complete the Online Form

The applicant logs into the secure applicant area, where they can complete their online disclosure application form. Our interactive online DBS form will ensure that they enter all the required information, check it is in the correct format and to the right level of detail.

Where information requirements are complex, the applicant receives clear instructions on the form, and useful tips at the point of need. Where the form requires input that meets certain criteria, our online form validates the data, and if the data is incorrectly formatted, error messages clearly label the mistake.

Once the online form is complete, the applicant can nominate the documents that they will use to support their application. These documents need to corroborate the details that have been entered on the form. Once the application is ready to proceed to the document checking stage, the applicant will be issued with clear instructions on where to take their documents, or who to contact to facilitate the next step in the process. This information can be edited by each of the 'Document Checkers' (i.e. Lorna Shawcross, Maralyn Harvey or Edward Ibberson). This enables the applicant to reach the next stage in the process.

### **Step 3 : Checking Original Documents**

On completion of the online form, the applicant brings his or her documents to a nominated 'Document Checker' (Lorna, Maralyn or Edward).

- [What documents are required for a criminal record check?](#)

With our system for online DBS checks and paper checks, you can track the progress of applications, and ensure that the process is running smoothly. As an application passes to the next stage, the application status is updated, to ensure you have the latest information at your fingertips. We also have the option of email alerts at certain points in the process, to provide further updates as requested.

### **Step 4 : Submission of a Completed and Verified Form**

Once the documents are verified, the online DBS checks can be submitted to DDC. When DCC receive a completed form, it will be reviewed by a fully-trained and authorised 'Countersignatory', prior to submission to the DBS. The applications are queued into 'batches' after being checked, which are sent to the DBS several times per day using the DBS secure connection. All information exchanges with the DBS are fully logged, so every action is traceable in the event of a query. The DBS will issue a receipt for the accepted application and confirm that it is in progress. On the very rare occurrence of an error with an application we are informed electronically by the DBS, and can resubmit once the issue has been resolved.

### **Step 5 : Receiving Disclosures**

Once the DBS have processed the application they will return the results to DDC Ltd. The applicant and the verifying team at CBC will receive notification that the DBS check has been completed and any relevant information contained on that Disclosure.

All information received is held securely and confidentially. If the DBS check returns 'clear', the Verifying Team will let the appropriate leaders know. Your group/team leader will contact you to discuss further and plan your role and ministry with the group/team.

In the event that a Disclosure contains content that needs consideration this will be shared with other key people on a need to know basis (which may include the Designated Safeguarding Person, the Safeguarding Deacon, the Minister(s), the Children's Ministry Leader and/or the Youth Ministry Leader). We will talk with you further and make an appropriate decision.

For any questions relating to the DBS process, please speak to our DBS Verifier, Lorna Shawcross. If there are further queries please contact DDC on 01162 603055 or email [contact@ddc.uk.net](mailto:contact@ddc.uk.net).



# Handling Disclosure Information

## Storage and Access

Disclosure Information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## Handling

In accordance with Section 124 of the Police Act 1997, Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure Information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure Information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant) decision has been made, Disclosure Information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, consultation should be made with the Baptist Union and/or the Disclosure & Barring Service (DBS). Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

## DBS Customer Services

[customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

Telephone: 0300 0200 190

## Disposal

Once the retention period has lapsed, Disclosure Information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure Information must **not** be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). No copies of the Disclosure Information may be kept, in any form. However, a record can be kept of the date of the issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

## Policy Statement on Equal Opportunities

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Campden Baptist Church undertake to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information received.

We welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God, including those with criminal records.

A Disclosure is requested as part of the process put in place to determine the suitability or unsuitability of an applicant.

A criminal record will not necessarily be a bar to a person serving with children and young people. This will depend on the nature of the position and the circumstances and background of the offences.

In order to protect the confidentiality of those with criminal records we will access Disclosures through Due Diligence Checking (DDC). We invite the Baptist Union's Child Protection Advisory Panel or [thirtyone:eight](#) to advise us in the appointment process when necessary, and we agree to act on their advice for the protection of children, young people and adults at risk.

## Summary of Data Protection Principles

A key part of our Safeguarding Policy is gaining Parental Consent and Permission (including relevant medical, allergy and personal contact information). As such, the information we need and store for safe practice falls under the legislation described in the Data Protection Act 1998.

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom personal, identifying data is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all organisations, including churches, must comply with the rules on processing data.

### Data Protection Principles

- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.
- Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.

### Guidelines and Good Practice: Complying with Data Protection

- The personal data we collect is relevant and necessary to follow our Safeguarding Policy.
- No personal data should be obtained or held unless the individual has given consent.
  - In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use.
  - Note that photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual.
- The data we obtain and store will not be used for other purposes, nor will it be shared with third parties or used for commercial use.
- CBC will only collect information about individuals which is necessary and relevant for the purpose intended. If data is given or obtained which is excessive for the purpose intended, it should be immediately deleted or destroyed.
- If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.
- There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.
- CBC should always consider the rights of the individual in respect of their data. In summary, these are
  - that consent should be obtained if data is to be kept and used for any purpose;
  - that individuals are entitled to know what data is kept about them

- that no personal data will be disclosed to anyone outside or inside the church who does not strictly need to know, without the individual's consent.
- CBC has systems in place to ensure the security of data on computer systems and these must be adhered to. Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers that contain personal data. Our Policy for Digital Data Protection & Privacy is fully GDPR compliant. As a church we use web based software called Churchsuite which is fully compliant with data protection and GDPR.

Further Information on the Data Protection Act 1998 can be obtained from:

### **Information Commissioner**

<https://ico.org.uk/>

### **Data protection, Human Rights and Safeguarding**

Where disclosing information might place a child at risk, then child protection considerations take precedence over data protection.

In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the subject, including for the prevention or detection of crime, or the apprehension or prosecution of offenders.

The need to safeguard children, young people, and adults at risk from harm should be considered within these parameters and this is emphasised in the government document, "Working Together to Safeguard Children" (1999). Article 8 of the European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children have the right to be protected from harm. Information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful under these Acts. If in doubt, the information should not be disclosed to anyone, especially the parent/carer, but contact should be made with Social Services, The Baptist Union or thirtyone:eight for advice.

Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years. Please refer to Baptist Union of Great Britain [Safeguarding Record Keeping Guide](#) available on their website.

## Appointing Volunteers & Workers in the Children & Youth Teams at CBC

CBC will normally seek volunteers for groups and teams from within the fellowship and congregation, and normally, people who are well known to us. If someone is new to the church, we'd usually expect someone to worship with us regularly for at least six months before joining a team. If we make a request for volunteers and helpers, those who respond will be required to follow the standard process of recruiting workers into any team (see below). We also often identify people to approach to undertake particular roles. The 'personal approach' can often be a more effective way of finding and attracting the right volunteers for positions.

It is perfectly acceptable for procedures to be more informal for churches than it would be for those organisations which are seeking volunteers from the general public. Informality should not be confused with being casual about the importance of safeguarding children and young people.

### The process we follow includes...

- Talking face to face with the team leader of the group to discuss the role (see below)
- Talking with the appropriate Children's or Youth Ministry Leader (both the person willing to volunteer and the team leader)
- Liaise with Ministers
- Obtain a DBS Check/Certificate
- We may take up references
- The Children's Ministry / Youth Ministry Leader will approve or decline the appointment or the volunteer.
- Appoint for a probationary period
- The volunteer to sign an undertaking to work within the agreed safeguarding policy and procedures
- Provide an induction and initial training and agree to attend a Safeguarding Training Event.

### Volunteer Agreement

[Paper Version: Appendix](#)

Paper Version Download from CBC Website:

[https://drive.google.com/file/d/1Mwc67YE\\_EJk92Cc9XI\\_Awf38rfTdXift/view?usp=sharing](https://drive.google.com/file/d/1Mwc67YE_EJk92Cc9XI_Awf38rfTdXift/view?usp=sharing)

### Application Form : Voluntary Work with Children & Young People

[Paper Version : Appendix](#)

Note : a leader should not be involved in the appointment of a close family member. In these circumstances, the Designated Safeguarding Person (or Safeguarding Deacon) will be involved in the process and make the decision about recruitment and appointment.

### Talking through the role

Talking through the role with the team leader (and with the Ministry Leader) will help you understand the commitments, responsibilities, opportunities and what's expected in serving in a particular group or team. Good communication always helps and prevents problems down the line.

A clear understanding of the role is important for safeguarding for the following reasons:

- research has shown that children are better safeguarded in organisations where those who are working with children and young people have clearly defined responsibilities and roles.
- volunteers are given confidence that the church takes its work with children and young people seriously when they are given a clear role, knowing to whom they are accountable and for whom they are responsible

*Normally this will include:*

- the aims of the group or team the person will be working for
- a summary of the responsibilities which will be involved
- the time commitment anticipated (including, setting up, clearing up, preparation during the week, leaders meeting, training)
- who the person is accountable to
- who the person is responsible for
- where appropriate a statement that the person appointed will be required to apply for an Enhanced DBS Disclosure
- a statement that the person appointed will be expected to work within the policy and procedures of the church's Safeguarding Children Policy
- a statement that the person will be required to attend church Safeguarding Training

We will 'interview' every candidate for a position working with children and young people in the church, and cover specific questions. It is important to note that we will treat all candidates in the same way, however well they are known (see below).

The application process will request the following information:

- a full history of work with children and young people, whether paid or voluntary, with dates
- a full history of church involvement (current and previous), with dates
- reasons why the candidate wishes to work with children and young people
- a statement of the gifts and qualities the candidate thinks they would bring to the role
- a signed declaration that there is nothing in the candidate's past that would call into question their suitability to work with children and young people
- names and contact details of two referees

We will explain to every candidate and provide:

- a statement about the church's safeguarding policy and the need to apply for an Enhanced DBS Disclosure and the candidate's consent to this.

This application process is important for safeguarding purposes because:

- it reinforces the value that we place on work with children and the seriousness with which the church takes the appointment of workers
- it gives a clear signal to any who are intent on abusing the trust placed in them that the church is vigilant about the safety and protection of children and young people
- it provides important information about a candidate's history of work with children and young people and their motivation. This information can be followed up if necessary. If, for example, someone has moved from church to church, each time getting involved in children's and young people's work for only a relatively short time, this is an issue that should be taken up in the interview. Large gaps in the history may prompt questions about the person's background.

## Appointing and Supporting Young Leaders/Helpers

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

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

### Young Helpers Under 16 and 18 Years of Age

If someone is under 16 they aren't barred from helping in groups with the ministry of CBC. For comparison, this also happens outside the church when children from secondary schools obtain a work experience placement in an infant school or nursery. However, we recognise that anyone under the age of 16 is a child, and as such these helpers will be responsible to a named worker and never be in a position where they are providing unsupervised care of children. For example, they should not be counted as a 'worker' when considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied. A DBS check would not normally be required.

A similar procedure could be used for other occasional helpers. Care should be taken to ensure that this process is not used to avoid proper checks or as a backdoor recruitment process. These arrangements are essentially about providing work experience for an individual, not as a means for meeting the needs of CBC.

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

As a church we will make decisions about how involved they will be in planning, running and evaluating the various aspects of your programme depending on the young person, their age, background and maturity. This will also depend on how much (or little) they want to do, what they are capable of, and how many other adult helpers you have. In general we will adopt a step-by-step approach to their involvement, perhaps beginning with some closely supervised activities, and then progressively increasing the amount of involvement and responsibility they are given.

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

Here are some practical considerations when working with young helpers:

- A young helper must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of young people or children
- When considering ratios of staff to children or young people, the young helper needs to be counted as a child, not a leader
- The Safeguarding Children Policy applies to a young helper just as it does to any other person.
- The permission of parents or carers needs to be sought for the young helper just as you would for any other person under 18 years of age

- If the young helper accompanies you on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children or young people they are working with.

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

The general rule of thumb is that, where a young helper has leadership responsibilities in a group to which they already belong and so is exercising leadership among their peers, it will not be necessary to appoint under the full procedures. When a young helper/leader is appointed to another group, the full safeguarding appointment procedures should be followed.

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

- they are asked to take increasing leadership responsibility in a group in which they are a member; and they are always exercising leadership by assisting the adult workers and leaders of that group.
- Young helpers under the age of 18 will not need to be appointed under these procedures and therefore will not need to apply for an Enhanced DBS Disclosure if they are part of a peer-led group and emerge within that group as leaders.
- Young helpers under the age of 18 will need to be appointed under these procedures and therefore will need to apply for an Enhanced DBS Disclosure if they are appointed to work in a regulated activity with children and young people in a group to which they do not belong.

## **Young Adult Leaders 18 Years and Over**

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

However young adults should still be treated with special care as they develop their leadership skills and learn new responsibilities. If they are part of a peer group within the church, the boundaries can become blurred if sometimes they are leaders and sometimes members of that peer group. Ideally young adult leaders should not be given supervisory responsibility for the age group directly below them.

Two areas of the code of behaviour will be particularly relevant to this age group:

### **Electronic Communication**

The use of electronic communication needs to have special consideration here as young adult leaders are more likely to be in touch with young people by text and social networking sites. It is inappropriate to stop this altogether; however, we need to ensure they are not putting themselves or others at risk. (see below)

### **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.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022 if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between an adult helper and a young person then you should notify the DPS (for further information, see [Abuse of Trust](#)).

## 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.

## Volunteers from Overseas

If CBC is going to receive help from volunteers from overseas, for example as part of a mission activity, we will try as far as possible to apply the same principles as we would in appointing a worker locally. We will aim to follow the following procedures whenever using volunteers from overseas.

Before the volunteer arrives in the UK:

- Each volunteer should complete and return a form similar to the church's normal application form for volunteer workers
- The sending church or organisation should be asked whether they have a Safeguarding Policy in place, and if that includes a DBS type checking system. If they do, then we will ask whether each member of the visiting team has been verified and comes with the blessing and commendation of the leadership team of that organisation or church. It is important to ask specifically if any of the visiting team have any previous history, or if there is any concern relating to any team member. If there isn't a Safeguarding system in place, then CBC will follow necessary steps in Risk Assessment (including group activities, contact with children, young people, and adults at risk, hosting and accommodation consideration etc.). We will also make sure there is adequate Safeguarding training provided for the visiting team members (including Good Practice, and working through cultural differences).

Once the volunteer or team has arrived in the UK and before they start work with children and young people, as part of the orientation and induction programme, the volunteers should be introduced to the church's safeguarding policy and procedures.

Please note that these procedures apply only when those from overseas will be working with children and young people from the UK. If adults from overseas only have responsibility for children and young people that they bring with them in their own party, these procedures will not need to be followed.

### Example Scenarios

A group from the USA comes to the UK in order to help a church run their holiday club. The holiday club runs for a week and the Americans take responsibility for leading the programme of teaching. The work they are taking part in is regulated activity and for a period which meets the intensity criteria. They are working with children from the UK; therefore, the procedures outlined above should be followed.

A young people's choir visits the UK from Russia. They tour and perform in a number of churches over a three-week period. Because the leaders of the group only take responsibility for the young people they bring from Russia the procedures outlined above will not need to be followed.

## Abuse of Trust

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

In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person. It is important for all those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship. It is now acknowledged that the imbalance of power that means that it is wrong for a teacher to develop a romantic relationship with a sixth former or for a doctor to enter into a romantic relationship with a patient, can exist in other nonprofessional contexts. All voluntary organisations are now expected to have a policy which sets out the boundaries of such relationships. Such policies are intended to protect young people over the age of consent but under 18 years of age where a relationship of trust with an adult looking after them exists.

It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst young people aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited, either deliberately or unwittingly. Where a relationship of trust exists between a young person and a youth leader it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust, and therefore wrong.

However abuse of trust does not only take place when a relationship develops into a sexual relationship. It is also not acceptable for a leader to form a romantic relationship with a young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners - the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.

These principles apply irrespective of sexual orientation. It is important also to recognise that women as well as men may abuse a position of trust. The inappropriate nature of romantic relationships is obvious where the leader is a mature adult, but less so when the leader is also a young person (eg a 19-year-old leader with a 16 year old member of the group). However, if such a romantic relationship did occur, there would still be a confusion of the roles of leader and romantic partner. Normally in these circumstances the leader should cease either the relationship of trust or the romantic relationship with the young person.

Policies should make it clear that those taking on work or already working with young people must be aware that they are in a position of trust and the responsibilities this brings with it. The policy should:

- aim to protect the young person from an unequal and potentially damaging relationship
- aim to protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable

The Government-recommended good practice establishes that a clear statement be made that any behaviour which might allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care should be avoided; and that any sexual

relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.

For further information see, [Police, Crime, Sentencing and Courts Act 2022](#) and what this means for churches.

We will think carefully when appointing young leaders or helpers and give careful consideration when appointing young leaders/helpers to lead a peer group, or one immediately below their own.

## Guidelines for Appropriate Physical Contact with Children and Young People

It is hard to conceive how you can be a nurturing, caring worker with children and young people without some physical contact happening at least occasionally! For example, if a child or young person is distressed it is natural to put an arm round their shoulder. It could even be thought of as abusive not to respond by touching a child in such circumstances. However, we must be conscious that what to most is an innocent touch may have another, more sinister meaning for children who have experienced abuse. We must also be aware that some people use the opportunity of physical contact with others not as a way of conveying love and support, but as a means of satisfying their own cravings.

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

- For whose benefit is this taking place?
  - Is it for the sake of the child or young person or is it for your own benefit?
- If no-one else is present, it is always advisable to avoid physical contact.
- Keep everything public. A hug within a group context is very different from one behind closed doors.
- Use physical contact in a way that conveys appropriate concern but in a way that is least likely to be misconstrued. For example, an arm around the shoulder standing by the side of a child or young person may be more appropriate than a full 'hug'.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Remember that not all express friendship or affection in the same way and some people (children included) find excessive touching an infringement of their personal space.
- If you find that the child or young person is cringing or responding in a negative way to being touched, then stop immediately and find an alternative, non-tactile way to convey your concern.
- Workers should be prepared to be accountable to fellow workers for their use of touch and physical contact and should listen to the concerns of others if it is felt that boundaries are being crossed. They should be free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- 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.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- 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.
- Team members should monitor one another in the area of physical contact.
- 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.

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church, especially those who might be considered Adults at Risk. Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

## Children with Special Needs

CBC needs to be aware that 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., may have limited understanding and behave in a non-age appropriate way.

For example, a young person of 17 might behave in a manner more akin to a 2-3 year old, particularly in demanding cuddles or sitting on a worker's lap. Others experience difficulties in communication because they are partially sighted or hearing impaired. Subsequently, they could be more reliant on physical contact for communication. Some may have severe learning difficulties. All these factors make it harder to uncover abuse when it is occurring and in also setting boundaries that take into account the needs of these young people.

There is therefore a need for extra vigilance, recognising that a worker may encounter the following difficulties:

- Children may not fully understand what is said to them or may not be able to express themselves in ways that can be easily understood.
- The worker may not possess the appropriate personal communication skills (e.g. specialised spoken and non-verbal communication such as Makaton signs and symbols, British Sign Language etc.).
- It can be hard to know if a child with a disability has been abused because of communication problems.

There are a number of reasons why a child with a disability is more vulnerable to abuse:

- Children with disabilities tend to have more physical contact than those without disabilities (i.e. therapists, care workers) and may require higher levels of personal care.
- The definition of what constitutes abuse is wider for children with disabilities. (This can include force-feeding, financial abuse, over-medication and segregation).
- Attitudes can play a part, for example, the belief that a child or young person with a disability can't be sexually abused because they are seen as a-sexual.

The church and other organisations have a pivotal role in empowering those with disabilities by:

- ✓ Teaching personal safety skills to those with disabilities.
- ✓ The church can encourage a child with a disability to take some control of his/her body (i.e. provide sex education and teaching about feelings; that some parts of our body are private and to differentiate between good and bad touches).

## Children from 'the Street'

Sometimes children playing outside or wandering the streets, with no adult supervision, will want to join in with church activities (e.g. Children's Club, Junior Church, Holiday Clubs) without the knowledge of their parents.

CBC follows these guidelines in this scenario:

- ✓ On arrival, we will welcome the child/children and try to establish their name, age, address and telephone number. We will record their visit in a register.
- ✓ Ask the child/ren if a parent/carer is aware where they are, and what time they are expected home. If this is before the session ends, the child should be encouraged to return home, unless permission to stay can be obtained from the parent/carer via a phone call. In any event suggest the child seeks the parent/carer's permission to return the following week.
- ✓ Link the visiting child with a regular attendee who can introduce them to the group and show them 'the ropes'.
- ✓ At the end of the meeting, on leaving, give the child a leaflet about the group with contact telephone numbers etc. and perhaps a standard letter to the parent/carer inviting them to make contact if they wish.
- ✓ Without interrogating the child, you will need to find out as soon as possible whether they have any special needs, (e.g. medication), so that you can respond appropriately in an emergency.
- ✓ Keep a record of the visit (date and time, who were the leaders etc.).

## Visiting Children at Home

Children's workers and leaders may need, or wish, to visit children and their families at home from time to time. The parents/carers may or may not attend church and it is important therefore that they have been given information about the group including contact telephone numbers. It may be useful for the church to issue formal identification in some circumstances.

### **Guidelines for visiting:**

- ✓ Inform another worker or overall group leader of the proposed visit.
- ✓ Never enter a child's home if a parent/carer is absent.
- ✓ Keep a written record of the visit detailing the following:
  - Purpose
  - Time you arrived and left
  - Who was present?
  - What was discussed?

If the parent/carer is absent when the call is made, leave some means of identification and explanation for the visit that can be given to them if the child is home alone or with other children.

The invitation of a child to a worker's home must be done with the knowledge of the team and leadership and with the permission of the parent/carer.

Solitary visits by children to the leader's house should be discouraged and visits to leaders' houses should be made by groups of children rather than singly.



## Swimming Trips

Swimming trips are good fun and usually enjoyable. Here are some guidelines to help planning and running a Swimming Trip.

- ✓ As with any 'extra-ordinary' activity the leaders of the group should conduct a Risk Assessment.
- ✓ A swimming consent form for each child (or a copy) should be taken by the group leader on the trip)
- ✓ Before the trip the swimming ability of a child/young person should be established. This should be noted in each child's consent form (ideally on ChurchSuite).
- ✓ There should be an increased adult to child ratio for all swimming trips.

### Swimming Pools

Before any visit to a swimming pool check

- ✓ there will be a qualified lifeguard present at all times.
- ✓ first aid/rescue equipment is readily available including, a poolside telephone/alarm.
  - If appropriate to your party, check that the pool caters for children with disabilities.
- ✓ There should be adequate signs indicating the depth of the pool and depending on the age of the group you are taking, it is advisable to make sure that the shallow end is shallow enough!
- ✓ If the maximum depth of the pool is less than 1.5 metres, diving should not be permitted.
- ✓ Checks should also be made that the changing rooms are safe and hygienic and there is a changing room for each sex wherever possible (this is not always the case in public swimming pools with the development of shared changing rooms).

It is important children and young people know how to behave in and around water and that they have not eaten for at least half an hour before swimming.

### Sea or Natural Waters

Swimming in the sea or other natural waters are potentially dangerous activities. This should only be allowed as a supervised activity, preferably in a recognised bathing area.

- ✓ There must be a qualified lifeguard present at all times.
- ✓ Even with lifeguard cover children and young people should always be in the sight of the group leader and team.
- ✓ One of the team should stay out of the water for better surveillance and ideally hold a relevant life saving award in addition to the lifeguard cover.
- ✓ There should also be an increase in the adult to child ratio.

### Swimming Trip Form

Online : [CBC Swimming Trip Consent Form](#)

[Paper Version : Appendix](#)

## Transporting Children & Young People

Giving lifts to children and young people is one of the areas where boundaries can become blurred in the life of the church community. Is the leader of a group offering a lift to a child to attend a meeting as part of her responsibility as an appointed leader in the church, or because she is a friend of the child's parents, or a relative of the child?

For the sake of clarity, it is better to work on the principle that whenever an appointed children's or youth worker gives a lift to children (other than their own children) to a church-run children's or young people's activity they should follow the procedures recommended by the church. It is important that the church and parents are clear about the nature of arrangements for offering lifts to children to and from church-based activities. If the arrangements are informal, private arrangements made between parents the following procedures do not need to be applied.

However, if the transport arrangements are offered and made by the church or organisation, the procedures set out below should always be in place.

### **When children & young people are transported in cars**

- Transporting Children & Young People Consent & Permission Forms must be obtained from the parent/carer before any lift is given (unless there are exceptional or emergency circumstances. ([See Transporting Children and Young People Consent Form](#)))
- The driver should hold a full driving licence and the vehicle should be road worthy (including a valid MOT certificate). All drivers are expected to observe speed limits and the Highway Code.
- Only those who have gone through the church's recruitment procedures for workers should transport children
- All drivers should have read this Safeguarding Policy and agree to abide by it
- Any journey should be carried with the knowledge of the group/team leader. If the team leader is the one driving, then the Children's Ministry Leader, Youth Ministry Leader or one of the Minister's should be informed.
- The driver should have fully comprehensive insurance which covers voluntary work (or in the case of a paid youth worker or children's worker, insurance that covers them for transporting others in the course of their employment).
- Seat belts should always be worn, and the proper child seats and child restraints should be used for young children in accordance with the law
- If a volunteer driver who has not been appointed as a children's or young people's worker is used to transport children and young people on church activities, the driver should be appointed following the procedures outlined under the church's Safeguarding Children Policy.
- If parents transport children around e.g. to and from activities, ensure that all are made aware that such arrangements are the responsibility of the parents involved and not CBC.
- CBC will not allow people as drivers for children and young people when their DBS check shows a record of driving offences that suggests that the person may not be a safe driver.
- If a member of a youth group has become a newly qualified driver and is wanting to give lifts to other members of a youth group, this is considered a 'private' arrangement. However, we affirm the following good practice;
  - If the arrangement is a 'one-off' lift, the group leader will attempt to make contact with the parents before of any young people are given a lift on order to check this is acceptable with their parent/carer.
  - If lifts are to be given more regularly by a newly qualified driver, we will encourage each parent of these young people receiving lifts to speak personally to the newly

qualified driver to clarify expectations and make sure they're happy with this arrangement.

### **Transport & Lifts Consent Form**

Online : [CBC Transport & Lifts Consent Form](#)

Paper Version : Appendix p.119

Paper Version Download from CBC Website :

<https://drive.google.com/file/d/1GWVKBm0Wxm5JxgGOR8J9k4McqMIT55DV/view?usp=sharing>

### **Transport Best Practice and Guidelines**

Vulnerable situations can be created when workers offer lifts to children and young people, either to take them to and from church activities or to take them on planned outings, especially given the semi-rural location of CBC and that travelling to and from Chipping Campden is a reality for many in the fellowship.

The following guidelines are designed to clarify some of the challenges and mitigate the risks involved:

- Be careful and be wise. Don't take unnecessary risks.
- When travelling in groups with more than one vehicle it is good practice to insist children stay in the same groups on the out-going and return journey. This will avoid the confusion over whether a child has been transported home or at worst left behind.
- If travelling in convoy with cars and minibuses, please note that the maximum speed for a minibus is 50 mph on single carriageway roads, 60 mph on dual carriageways, and 70 mph on motorways.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult. Similarly, make sure a child / young person is not left at the door of their home waiting to enter. Don't drive off until the door is open and they've entered the property.
- It is advisable to be aware of instances where it may be unwise for a particular driver to transport a particular child or young person e.g. where there has been a disagreement or where a child/young person has a 'crush' on a driver.
- If a driver is dropping a number of children/young people home, it is preferable, though sometimes impractical, to have more than one person over 18 years old in the vehicle. If possible, this other adult should be a worker/volunteer. If this person is also being given a lift (i.e. they are 18 and still part of a youth group), then they should be dropped off last. Please note that having two workers in a car does not itself fully guarantee protection for a child or adults.
- Parents/carers should be informed at what time to expect their child home
- Drivers should not spend unnecessary time alone in a car with a child or young person. If a child wants to talk to a driver about something and has waited until other children have been dropped off, the driver should explain that it isn't convenient to talk there and then, but arrange to meet the child/young person at a location where there are other adults around. Remember a child/young person may want to talk to the driver about a disclosure or an abusive situation.
- Make sure you're accountable and transparent in your decisions, actions and behaviour. As a driver, you might be alone with a child or young person for short periods in a vehicle (e.g. dropping off the last child). Good practice will include...
  - Be wise! If you're uncomfortable with any situation, contact another team member/leader to make alternative transport arrangements/provision.
  - Avoid being alone in the car with a child or young person.

- if the same group of children are regularly given lifts, consideration should be given to picking them up or dropping them off in a different order each week so that the same child is not always the first or the last to be picked up or dropped off
- if a child/young person is travelling alone in the car with a worker, the child should be asked to sit in the back seat of the car
- A helpful protocol to use: Let one of the other leaders know you'll be driving a child/young person in a vehicle alone. Make clear your plans, and agree to either phone or text when that young person has been safely dropped off. Keep a record of your arrangements.
- To reiterate, be careful and be wise. Don't take unnecessary risks.

### **If using a mini-bus or coach to transport children or young people**

Many hiring organisations now ask for the driver to have a MIDAS certificate. MIDAS is the [Minibus Driver Awareness Scheme](#) organised by the Community Transport Association.

- Ensure that the mini-bus or coach is fitted with seat-belts on all of the seats and that seat-belts are always worn.
- Ensure that the number of children and adults does not exceed the capacity of the coach or mini-bus so that all can have an allocated seat with a seat-belt.
- The law no longer permits car drivers who passed their test after 1st January 1997 to drive mini-buses without passing a Public Service Vehicle (PSV) driving test or unless they are driving under a section 19 permit. This does not apply to licence holders who were over 21 years of age in 1997. Check what categories a worker is entitled to drive by examining their driving licence. Whilst there is no law forbidding young or inexperienced drivers from transporting young people, CBC recommends that the driver should be 25 or over and have held a full driving licence for at least three years.

## Talking and Listening to Children & Young People

Children and young people will often decide themselves who they want to talk to, having built up trust and when they might want to share anything of a personal nature or a disclosure. It is not uncommon for a child to test an adult out in some way before they are prepared to talk. Because of this, all adults, including the children's workers at CBC, need to understand the importance of listening to children and responding appropriately.

It is important is to identify ways to communicate effectively to children/young people that they are valued, that what they say is important and that there are people who are happy and willing to listen to them. This is generally achieved over time by being open, caring and responsive; either in small groups or one to one.

If a child wants to talk:

- ✓ Suggest where you might meet
- ✓ Offer the child/young person privacy but remember their and your safety
- ✓ Remember not to promise confidentiality
- ✓ A child/young person may not be wanting to talk about a disclosure or abuse
- ✓ Be aware of how to respond if a child/young person does disclose abuse ([see here](#)).

Some children or young people may wish to receive counselling. It is important to realise that counselling for sexual abuse is complex, requiring a great deal of skill and training. Before engaging in counselling professional advice and guidance should be sought. Note also that there are official regulatory bodies governing standards of practice. However, these standards should not prevent help being given to those who have been abused, provided the following guidelines are followed.

It is worth mentioning that if the allegations become subject to legal proceedings, the Crown Prosecution Service has published guidelines (Provision of Therapy for Child Witnesses Prior to a Criminal Trial Practice Guidance) covering professional counselling for children before a court case. In other cases, unless agreed by Social Services and/or Crown Prosecution Service/police, counselling should only be made available after the court case.

As victims of trauma, survivors of child sexual abuse may try to avoid remembering what has happened and many report periods of time when they partially or even totally forgot the abuse. Remembering can be triggered by an event or be spontaneous. Memories leading to allegations may emerge in the course of counselling or therapy quite unconnected with issues of abuse.

Church leaders and counsellors need to take memories of sexual abuse seriously. They are not necessarily the key to the person's present problems. The counsellor or therapist should allow the individual to talk about their memories, thinking about experiences and dealing appropriately with the past and the present. Counsellors must not impose their own conclusions even if they suspect that child sexual abuse may have occurred.

Distressed people are in a vulnerable state and may be susceptible to suggestion from a counsellor or other helper. They may fear being rejected if they appear uncooperative or may want to please the person helping them. Both counsellor and client may be tempted to look for a single identifiable cause for a complex problem. Group sessions, hypnotism, workbooks or other techniques, which place strong emphasis on 'recovered memories', may actually make it harder to determine the truth unless used with great care. It could damage not only the individual, but others too, if that person responds to what they have come to believe, for example, by wrongly accusing a family member.

There have been occasions when a well-meaning leader has planted the suggestion in a person's mind that they could have been abused. Such remarks can be taken on board and owned by the counsellee without any foundation whatsoever, but they nevertheless come to believe it. In some cases, it has been known that a counsellor providing this information has claimed it is a message from God or a word of knowledge. Great pastoral care is required in churches that use spiritual gifts and it is not only biblical but wise that these gifts are tested (1 John 4:1).

### **Parental Consent**

On the issue of a parent's rights to know, this may not be an issue if the child or young person is willing for a parent/carer to be made aware of the situation.

Young people between 16 and 18 years of age are generally regarded as competent and able to consent to their own medical treatment by virtue of Section 8 of the Family Law Reform Act 1987. Parental consent to counselling a child under 16 years is regarded as good practice. Parental participation in the decision to seek counselling may well be very beneficial even though a young person might not initially want to involve them.

If a young person under 16 seeks counselling and is adamant that they do not want their parents informed, the counsellor can only provide such a service if they are satisfied that the child is “Gillick competent”. This term originated from a legal precedent made in the case of Gillick v West Norfolk Health Authority (1986) in which Mrs Victoria Gillick tried to show that it was illegal for her daughters to be offered contraceptive treatment without her consent. The House of Lords decided that a child under 16 years of age could consent to medical treatment providing he or she could demonstrate "sufficient understanding to make informed decisions". The ability to consent to medical treatment is still linked to the child's chronological age but it is recognised that competence is a developing capacity and the rate of development between children varies.

Lord Frazer (involved in the ‘Gillick’ rulings) added a requirement that before advice/counselling is given, a counsellor should be confident that it is “in the best interests of the child”.

The Department of Health issued fresh guidance to health professionals on 1<sup>st</sup> August 2004 to clarify the issue in regard to contraceptive services for the under 16’s. It states that the professional should build a rapport with the young person, giving them time and support so they can make an informed choice. They should discuss the benefit of informing a GP and talking with a parent/carer, or failing that, another adult to provide support e.g. another family member or specialist youth worker. It is reiterated that the duty of confidentiality is not absolute. Where the professional believes that ‘there is a risk to the health, safety or welfare of a young person or others which is so serious as to outweigh the young persons right to privacy, they should follow agreed child protection protocols. In these circumstances the over-riding objective must be to safeguard the young person’. These principles are equally applicable in the counselling situation.

There may be concerns, there are risks of significant harm, in other words that the young person will suffer if parental involvement is insisted upon. If counselling or other help cannot be provided because the young person is not considered "competent", or there are serious concerns or perceived risks about consulting parents/carers, then it would be wise to consider involving Social Services.

## **Confidentiality**

Trained counsellors will need to consider very carefully the basis on which services are provided, as in some circumstances (i.e. if the child is at risk) it will not be possible to maintain confidentiality. This can include circumstances when an adult reveals past abuse, naming the perpetrator as someone who still has responsibilities for, or contact with children. In this situation it is possible that other children are still being abused or could be in the future. Understandably, there will be concern for the counsellee, but the protection of children must always be the overriding consideration.

It is important to realise that sexual abuse of children is often addictive, and people can continue abusing whatever their age and this is why the protection of children overrides the responsibility of confidentiality towards a counsellee. Clearly the matter has to be handled very sensitively and the Baptist Union and thirtyone:eight are happy to advise in individual circumstances. **Total confidentiality should never be offered.**

## Guidelines for Good Pastoral Care

It must be stated strongly that Counselling is a specialised discipline and requires specialist training. Most children's and youth workers are not equipped or qualified to engage in counselling. However, often a child or young person will confide in, or trust their children's or youth worker with personal, privileged and sensitive information. As such, it would be wrong to either ignore, or say 'that's too deep, I can't hear that from you'.

### Remember

- Workers should be aware of the innate power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be mindful of any physical contact or greeting they use within a pastoral relationship, seeking consent if physical contact is offered, for example as a means to offer comfort.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers should seek advice from the DPS if they believe that someone they are pastorally supporting is becoming dependent on them or developing an inappropriate emotional attachment.
- You aren't an expert and you aren't expected to operate alone. Talk to your team leader, or one of the church staff, or if the matter relates to a Disclosure, to the Designated Safeguarding Person.
- Know your limits. Both in terms of what's appropriate to talk about if you're the opposite sex, as well as the level of your experience and expertise.
- It's right to refer or ask for help!
- Never guarantee confidentiality. In some situations, we are duty bound to refer to others.

### Aims

- To act at all times in the best interests of the person you're speaking with.
- To refer to Social Services or Police Child Protection Team where a child is at risk, or to a GP where there are serious concerns about a counselee's mental state or physical safety.
- To ensure that those who 'counsel' or 'talk' with children and young people are trained to follow child protection procedures laid down by CBC.

### Guidelines

- Allow the child to tell you whatever they wish, without putting pressure on them to identify their alleged abuser.
- Don't ask leading questions. Only "reflect back" what is being said.
- Give time to allow the individual to:
  - Grieve (make sure you have tissues available)
  - Express anger or other emotions
  - Explore the why's and wherefores

- Think about possible action
  - Pray or be silent.
- If what you hear raises concerns about the immediate safety of this person or another child(ren)/young person(s), advise the individual of this and stress that they can help to protect others by giving information to the authorities.
  - Make careful notes of what is alleged, i.e. what the person said, how you responded, what led to the allegation being made. This document should be signed and dated and kept securely. ([Incident Report Form](#))
  - Reassure the individual that they do not have to make a formal statement leading to a prosecution unless they wish to. They can discuss the matter with someone from the Police Child Protection Unit or Social Services.
  - Consider whether the person would like you to accompany them if/when they speak to the authorities.
  - Be aware that if they decide to make a formal statement which leads to a prosecution, your notes could be used as evidence and you may be required to attend a court hearing.
  - You should avoid discussing the substance of the allegation with the individual from then on but offer emotional support during any proceedings, concentrating on areas that have arisen as a result of the abuse rather than the abuse itself.
  - Ensure adequate supervision for those dealing with these specific issues.
  - Seek advice from the Baptist Union or ThirtyOne Eight
  - Refer the concern to the Designated Person for Safeguarding, who may contact Social Services or the Police Child Protection Team for advice.

## **Accountability, Support and Early Intervention.**

Safeguarding can often seem to focus on Disclosures and when a vulnerable person is at serious risk of harm. Much of this policy seeks to explain our policy and good practice in these scenarios. However, more often, Safeguarding is 'upstream'; finding ways and options to work with and help those at risk through pastoral care, advice and support.

CBC recommends keeping adequate notes and a 'log', especially when offering support and help. This includes a record of what support is given, who was involved and whether an intervention was helpful. See the Appendix for a suggested template "**Support & Early Intervention Form**"

### **Support and Early Intervention Form**

[Paper Version: Appendix](#)

Paper Version Download from CBC Website:

<https://drive.google.com/file/d/1jQ1af1Z4KUHX1BUFYMAhRgdHEdr4fV90/view?usp=sharing>



## Mentoring

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

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

## First Aid Kit and Contacts

All CBC premises used by children and young people should have a properly equipped First Aid kit. Its contents should be stored in a waterproof container and the Designated Safeguarding Person (or Staff Team members) should regularly check the contents. CBC will provide regular First Aid training for team leaders and others in the fellowship.

A First Aid Kit is available at CBC (in the Kitchen – cupboard labelled) and at the School (Foyer) during Sunday gatherings.

A suggested minimum for a first aid kit:

|   |   |
|---|---|
| Medium Dressing 12x12cm                     | 1 |
| Large Dressing 18x18cm                      | 4 |
| Triangular Bandage                          | 2 |
| Finger Dressing 3.5x3.5cm                   | 2 |
| Conforming Bandage 7.5cm x 4.5m             | 1 |
| Safety Pins                                 | 6 |
| Eye-pad                                     | 2 |
| Washproof Plasters (assorted) 10pk          | 4 |
| Sterile Moist Cleansing Wipes 10pk          | 2 |
| Microporous Tape 2.5cm x 10m                | 1 |
| Nitrile Powder Free Gloves (pair)           | 6 |
| Face Shield (Resuscitation mask with valve) | 1 |
| Disposable Heat Retaining Foil Blanket      | 1 |
| Burnshield® Burns Dressing 10x10cm          | 1 |
| Tuff-Kut Scissors                           | 1 |

If there are any incidents or medical problems, make sure a record is kept of the incident, responses made (including any treatment or assistance given), and make sure the child's parent/carer is informed as soon as reasonably possible.

### Accident Report Form

CBC Accident Report Form

[Paper Version : Appendix](#)

Paper Version Download from CBC Website :

<https://drive.google.com/file/d/1ihmLxPDDwFa9yLGc9YJ8lctRaRWmsZcs/view?usp=sharing>

In the event of a serious accident or emergency, also contact the Ministry Team Leader (and/or the Ministers) as well as the Designated Person for Safeguarding.

### First Aid Training and Advice contacts:

St. John Ambulance, [www.sja.org.uk](http://www.sja.org.uk)

<http://www.sja.org.uk/sja/first-aid-advice.aspx>

NHS 111

<http://www.nhs.uk/NHSEngland/AboutNHSservices/Emergencyandurgentcareservices/Pages/NHS-111.aspx>

A suggested link for additional supplies:

<http://www.safelincs.co.uk/st-john-ambulance-first-aid-kits-and-emergency-kits/>

# Guidelines for Non-Medical/Non-Nursing Staff for Administration of Pre-Loaded Adrenaline Injection for Children with Anaphylactic Reactions

## Anaphylactic Reactions

Anaphylactic shock is a very severe form of allergic reaction, leading to collapse or breathing difficulties which may be life threatening. It may be preceded by itching, nettle rash and swollen lips. Some children become restless, others floppy and semi-rousable. There may be changes in voice or face colour. Choking or losses of consciousness are serious symptoms.

Anaphylactic reaction can result from certain types of food (peanuts or white of an egg for example), to plants, bee and wasp stings or from allergy to a variety of other causes.

Anaphylaxis or anaphylactic shock is a sudden allergic reaction. It may be caused by exposure to a substance to which the person has become sensitive. It is a serious and potentially fatal condition that may develop in a few seconds or minutes.

## Church Arrangements

When a child has recently developed this condition or attends an event which is the responsibility of the church, and has a history of anaphylactic reactions, it is the parent's responsibility to draw the attention of the workers/volunteers to the condition. In addition to the regular consent form, discussions should be had with the parents and child to work out a health care plan should the need arise.

Arrangements should be discussed with the Designated Safeguarding Person and the responsible first aider, as well as the group leader.

The treatment of anaphylactic reaction is adrenaline, which is given by injection. Special pre-loaded adrenaline 'pens', designed for use by lay people, make the injection straightforward to give. Workers should be trained in order to recognise symptoms and administer if required. It is the parent's responsibility to ensure that a pen is available if necessary and that the pen has not exceeded its expiry date

## Signs or Symptoms of Anaphylaxis

|            |   |
|------------|---|
| Mild       | Headache<br>Itching<br>Feeling slightly unwell  |
| Severe Red | itching areas on skin ( <i>Urticaria</i> )<br>Weakness<br>Dizziness<br>Difficulty in breathing<br>Hoarseness<br>Swelling of face and lips |
| Extreme    | Loss of consciousness<br>Death  |

## Digital Communication & Electronic Communication

Within the code of behaviour for workers with children and young people careful consideration should be given on the safe use of mobile phones, SMS, Text, e-mail, social networking, Instagram WhatsApp etc. to communicate with children and young people. Electronic communication has become enormously important and is an established way of communicating. Young people use digital platforms in particular.

However, there are dangers associated with digital and electronic communication that call for vigilance:

- electronic communication is often an extremely 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 children and 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 and young people

The following guidelines regarding the safe use of electronic communication will help maintain healthy and safe relationships between adults and children. CBC acknowledges that electronic communication is a legitimate means of communicating with children and young people, as long as strict protocols are followed concerning the nature of the communication.

### Safe Communication

A worker's role description will set out the church's expectations about how they are to communicate with young people and how this will be monitored. For example, should the worker be contacting children and young people directly or through parents; Are they allowed to email/text/call a young person; How will this contact be recorded. It should also include the expectations of the church in relation to their use. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Electronic communication must never become a substitute for face-to-face contact with young people. With the world of electronic communication changing so rapidly, it is not possible to issue guidance that covers all eventualities. However, there are some general principles that can help to ensure that the church's overriding concern is for the well-being of the children and young people.

- parents or carers and children and young people themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc.
- workers should only use electronic means of communication with those children and young people from whom appropriate consent has been given.
- workers should not put any pressure on children or young people to reveal their email address, mobile phone number etc.
- direct electronic communication with children of primary school age is inappropriate and should be avoided.
- only workers who have been appointed under the church's agreed safeguarding procedures should use any electronic means of communication to contact children or young people on behalf of the church or one of the church's organisations.
- contact with children and young people by electronic communication should generally be for information-giving purposes only and not for general chatter.
- where a young person in need or at a point of crisis uses this as a way of communicating with a worker:
  - significant conversations should be saved as a text file if possible, and

- a log kept of who and when they communicated and who was involved
- workers should not share any personal information with children and young people, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- workers should be careful in their communications with children and young people so as to avoid any possible misinterpretation of their motives.
- clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations.
- electronic communication should only be used between the hours of 8.00am and 10.00pm.
- e-mails to young people should include a church header and footer showing this to be an official communication from a youth team member.

### **Mobile phones**

- mobile phone usage should be primarily about information-giving
- 'text language' should be avoided so that there is no misunderstanding of what is being communicated
- 'text conversations' should usually be avoided (that is a series of text messages/emails being sent to and fro between mobile phones)
- 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.
- the use of the phone camera should comply with the church's policy on photos/videos
- workers should not retain images of children and young people on their mobile phone

### **Social Networking, Instant Messaging, Facebook WhatsApp etc.**

Technology is changing the landscape of western culture rapidly, and especially so for teenagers. What's 'hot' and 'in' now may not be in a few months' time. Any policy can become dated quickly. As such, CBC will review and update guidelines and good practice in relation of Social Networking etc. regularly.

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. This applies to communication both with children, young people and with adults at risk. Instant messaging should not be the primary means of communication between workers and those they are supporting.

- Workers should ensure that all communications are transparent and open to scrutiny.
- Carefully consider whether to accept 'friend' or 'following' requests from children on their personal accounts (note the legal age limits for children on digital platforms), and assess carefully whether to be a 'friend' or a 'follower' of any child known to them in a church context. Discuss with your team leader.

### **Guidelines and Good Practice:**

- where a child or young person in need or at a point of crisis uses this as a way of communicating with a worker:
- if youth leaders are going to communicate via social networking sites consideration should be given to creating a separate profile for the church group
- alternatively, youth leaders can consider having a site that is used solely for youth work communications which is totally separate from their own personal site
- lower age limits of social networking sites should be adhered to (this varies for each site)
- be aware of the content of photos that may be uploaded on to your site

- be aware that children and young people could view photos and communications of other people linked to that social networking site
- all communication with young people should be kept within public domains
- avoid using apps like Snapchat and other forms of communication that 'delete' messages or images (still or video), or messages that are by nature transitory and temporary.
- workers should ensure that all communications are transparent and open to scrutiny. A good 'rule of thumb' is would you be happy and 'at ease' with another adult or a young person's parent reading the communication/messages?
- copies of communications should be retained and where possible other workers should be copied in on communication
- transparency and openness with other key leaders is helpful to maintain good practice and safe practice. We encourage our team to be open and speak with their team leader/s about any of these matters.

## Photography, Video and Images

It is not illegal to take photographs of children. However, when taking photographs or video footage we must comply with the Data Protection Act 1998. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. Fear of breaching this Act should not be wrongly used to stop people taking photographs or videos of all activities involving children and young people. It is possible to be responsible without being over-restrictive.

### There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
  - At CBC we use ChurchSuite software and ask express permission for “Internal”, “External”, “Online” e.g. Zoom and LiveStream” consent.
    - **'Internally'** (i.e. as part of the group's activities or in a church service)
    - **'Externally'** on the church website, in future event publicity, on social media.
    - A group may meet **Online** (e.g. Zoom meetings etc.).
    - **Livestreaming** a church service (e.g. Christmas Day Service, Weddings, Funerals) via YouTube live etc. Please note that an area/space inside the venue will be set aside which will have no camera coverage.
  - Always check the permission status for a child or young person on Churchsuite, if no permission status is available default to a 'no', i.e. use caution and assume that permission hasn't been given.
- 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.
- 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.

### Baptismal Services

CBC normally makes an audio and video recording of a baptismal candidate's testimony and baptism as record of the event. Usually, this is uploaded and hosted on YouTube. Prior to any video (young person or adult) being made publicly available or accessible default to “Unlisted” (i.e. only someone with a direct link can access the recording). Check with each person (adult) and a young person **and** their parent/carer to determine if they would rather have an 'unlisted' setting or publicly accessible.

### Guidance when at a special event or public service

Currently we have no restrictions on parents taking photographs and videos at church events.

We do, however, ask parents that they only take these of their own children and that they do not post photos or videos of other children online, or on social media, without the permission of their parents/guardians.

- Ideally this should be communicated by the leader/host of an event / service (e.g. Nativity service, Wedding, Baptismal service etc.)

### Guidelines for Photography, Filming and Image Use

- Photographing children and young people should be conducted with sensitivity and courtesy. Children generally like having their picture taken, but there may be moments when they

would rather not. Consent of the child or young person is just as important as parental permission.

- When photographs are displayed children and young people should **not** be identified by name, nor should it be possible to infer the identity of individual children and young people from the photograph. For example, a photograph of a group of children is accompanied by text which uses the names of only some of the children. If one of the names is of a boy and there is only one boy in the photograph, it would be possible to infer the boy's name.
- Any photographs sent to the press must not identify individual children or young people by name, nor should the names of individual children be able to be inferred from an accompanying caption or story.
- Copies of photographs must not be distributed to other individuals without the permission of a parent/carer. This includes digital images.
- If a parent/carer has indicated on a Consent Form that they do not want their child/young person to be photographed, the Group Leader should make sure the child knows this, and prevent peer pressure or mocking from other members of the group, if images are taken.
  - Many young people and children have their own smart phone and often freely take pictures and videos. This is not covered under the CBC Parental Consent Forms.
  - It is helpful to talk through these issues with both the child/young person, and their parent/carers to understand the choices being made and the reality of youth media-savvy culture to avoid possible problems and misunderstanding.
  - Leaders should talk through issues raised (including safety and privacy), as well as the right to a leader's own 'digital dignity'.

## **Live-Streaming & Online Meetings**

Consideration of safeguarding when live streaming church services and events

- When a service or event is being live streamed or recorded to be shared online at a later date we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera. This information is given / held in ChurchSuite. We ask for specific permission as part of the consent process.
  - A clearly visible notice/sign will be displayed indicating that a particular event is being Live Streamed (and whether it will be accessible after the event), plus a verbal notice before the live stream begins.
  - We aim to provide a designated area in a service that won't be covered / filmed. This will be clearly communicated before the Live Stream event begins.
- Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place.
  - Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: [Recording and Livestreaming Services: Safeguarding Guidelines for Churches](#).



## Understanding Abuse & Signs of 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.

### Children

Anyone who has not yet reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

### Definitions of Abuse

This Safeguarding Policy is using the following terms and definitions...

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

| Type of Abuse                     | Additional Definitions  |
|-----------------------------------|---|
| <b>Financial</b>                  | The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.   |
| <b>Spiritual (see below)</b>      | 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.  |
| <b>Discrimination</b>             | The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.   |
| <b>Institutional</b>              | 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.  |
| <b>Domestic Abuse (see below)</b> | Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.<br>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right. |
| <b>Online abuse</b>               | 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.<br>The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.  |
| <b>Self-harm (see below)</b>      | 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.  |
| <b>Mate crime</b>                 | '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.  |
| <b>Cuckooing</b>                  | Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.  |
| <b>Modern Slavery</b>             | Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.   |
| <b>Human Trafficking</b>          | 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.   |
| <b>Radicalisation</b>            | 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.   |
| <b>Honour / Forced Marriage</b>  | 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.  |
| <b>Female Genital Mutilation</b> | 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. |
| <b>Peer-on-Peer Abuse</b>        | Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.   |
| <b>Child on Child Abuse</b>      | Child on Child abuse is when a child abuses another child of any age or stage of development  |
| <b>Historic Abuse</b>            | 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.

### **Who causes harm to children?**

It is important to recognise that children and young people can be subject to harm in any and every setting. It is important for those working with children and young people to be aware that harm may be perpetrated by both males and females and by other children and young people.

The person who brings harm to children and young people:

- is most often someone known to the child (i.e. parent, carer, sibling, other relation, family friend or neighbour)

- is often an adult with whom the child or young person has a valued relationship and may be in a position of trust and responsibility within an organisation to which a child belongs or has contact
- can be of any background – social, economic, cultural, ethnic etc.
- may act in isolation or together with other adults
- can be another child or young person. Children and young people who abuse other children are likely to be children or young people who have considerable needs of their own, sometimes as a result of abuse, neglect, disruption and instability they themselves have experienced. The risk they pose to other children should not be overlooked.

### **Age of consent**

The age of consent (the legal age to have sex) in the UK is 16 years old. The laws are there to protect children. They are not there to prosecute under-16s who have mutually consenting sexual activity but will be used if there is abuse or exploitation involved.

To help protect younger children the law says anyone under the age of 13 can never legally give consent. This means that anyone engaging in sexual activity with a child who is 12 or younger will be subject to penalties set out under the Sexual Offences Act 2003.

The law also gives extra protection to young people who are 16 to 17 years old.

It is illegal to:

- take, show or distribute indecent photographs
- pay for or arrange sexual services
- for a person in a position of trust (for example, teachers, care workers) to engage in sexual activity with anyone under the age of 18.

## **Bullying**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; 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. This should then be displayed somewhere visible to the whole church.
- The church will display signs stating the importance of valuing and respecting each other even in disagreements and this will be practically embedded into the leadership approach to others.
- Everyone in the church, whether children or adults, should know how they can report any incidents of bullying.
- 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 regional safeguarding lead 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.

**Online safety** : Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are accessing their online world from wherever they are; there is no "safe space" and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

### **Spiritual Abuse**

#### **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 (such as a minister). The person experiences spiritual abuse as a deeply emotional personal attack.

The following is a widely used definition of spiritual abuse: *"Spiritual abuse occurs when someone uses their power within a framework of spiritual belief or practice to satisfy their own needs at the expense of others."*

Spiritual abuse includes...

- forcing religious ideas or practices onto people, particularly those who may be vulnerable to such practices.
- extreme pastoral interference in personal matters – reducing individual choice and responsibility.
- the misuse of scripture or power to control behaviour and pressure to conform.
- the requirement of obedience to the abuser, or the suggestion that the abuser has a 'divine' position.
- intrusive healing and deliverance ministries, which may result in people experiencing emotional, physical or sexual harm.
- the denial of the right of faith or opportunity to grow in the knowledge and love of God.
- exclusion of people to the full range of church life (no arrangements for gluten free wafers or non-alcoholic wine at Communion, or fear of involving those who are HIV positive).

However, the term is sometimes used more loosely to refer to the ways in which children can suffer harm through the beliefs and practices of a Christian church or other faith community. Lord Laming's report into the death of Victoria Climbié highlighted the way in which belief in the demon possession of children can lead to harmful and abusive practices in some churches. It is questionable whether it is helpful to categorise this separately as 'spiritual abuse'. It could be argued that what is happening is that religious belief and practice are being used to justify and condone the physical and emotional harming of children. The Government guidance Safeguarding Children from Abuse linked to a Belief in Spirit Possession (HM Government 2007) addresses a very specific aspect of religious practice which can become abusive to children.

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

- a belief in demon possession resulting in the labelling and naming of a child as 'evil' or a 'witch'
- placing pressure on children to make decisions that are not appropriate to their age or developmental stage

- using teaching material (especially video/images) which are age-inappropriate (e.g. consider guidance from the team leader if in doubt, or film classification guidance).
- creating an environment in which children are discouraged from asking questions or holding alternative views

***Some of the key indicators***

It is often difficult for churches to identify spiritual abuse because its definition may be more an issue of personal interpretation of common practices in the church or denomination

- Pastoral practices that 'force' people into accepting religious values or ideas
- Confusion, and uncertainty of who, what or why they believe any more
- Deeply scarred - emotionally, psychologically and spiritually

## Domestic Abuse

**Domestic abuse is the abuse of a person physically, sexually, psychologically, spiritually, emotionally, socially or financially within an intimate or family-type relationship and that forms a pattern of coercive and controlling behaviour.**

This can include forced marriage and so-called 'honour crimes'. Domestic abuse is also known as domestic violence. (Adapted from the Women's Aid definition of domestic violence)

A perpetrator of domestic abuse chooses to behave in abusive ways in order to develop and maintain power over and control of their victim.

It is important to recognise that either a woman or a man can be the victim, as well as a perpetrator, of Domestic Abuse.

### Recognising Domestic Abuse

*The following information is taken from the Women's Aid website, [www.womensaid.org.uk](http://www.womensaid.org.uk), and is protected by copyright to Women's Aid Federation of England. (© 2015 Women's Aid Federation of England).*

Everyone has arguments, and everyone disagrees with their partners, family members and others close to them from time to time. And we all do things at times that we regret, and which cause unhappiness to those we care about. But if this begins to form a consistent pattern, then it is an indication of domestic abuse. Although every situation is unique, there are common factors that link the experience of an abusive relationship. Acknowledging these factors is an important step in preventing and stopping the abuse. This list can help you to recognise if you, or someone you know, is in an abusive relationship.

They include:

- **Destructive criticism and verbal abuse:** shouting; mocking; accusing; name calling; verbally threatening.
- **Pressure tactics:** sulking; threatening to withhold money, disconnecting the phone and internet, taking away or destroying your mobile, tablet or laptop, taking the car away, taking the children away; threatening to report you to the police, social services or the mental health team unless you comply with his demands; threatening or attempting self-harm and suicide; withholding or pressuring you to use drugs or other substances; lying to your friends and family about you; telling you that you have no choice in any decisions.
- **Disrespect:** persistently putting you down in front of other people; not listening or responding when you talk; interrupting your telephone calls; taking money from your purse without asking; refusing to help with childcare or housework.
- **Breaking trust:** lying to you; withholding information from you; being jealous; having other relationships; breaking promises and shared agreements.
- **Isolation:** monitoring or blocking your phone calls, e-mails and social media accounts, telling you where you can and cannot go; preventing you from seeing friends and relatives; shutting you in the house.
- **Harassment:** following you; checking up on you; not allowing you any privacy (for example, opening your mail, going through your laptop, tablet or mobile), repeatedly checking to see who has phoned you; embarrassing you in public; accompanying you everywhere you go.
- **Threats:** making angry gestures; using physical size to intimidate; shouting you down; destroying your possessions; breaking things; punching walls; wielding a knife or a gun;



threatening to kill or harm you and the children; threatening to kill or harm family pets; threats of suicide.

- **Sexual violence:** using force, threats or intimidation to make you perform sexual acts; having sex with you when you don't want it; forcing you to look at pornographic material; constant pressure and harassment into having sex when you don't want to, forcing you to have sex with other people; any degrading treatment related to your sexuality or to whether you are lesbian, bisexual or heterosexual.
- **Physical violence:** punching; slapping; hitting; biting; pinching; kicking; pulling hair out; pushing; shoving; burning; strangling, pinning you down, holding you by the neck, restraining you.
- **Denial:** saying the abuse doesn't happen; saying you caused the abuse; saying you wind him up; saying he can't control his anger; being publicly gentle and patient; crying and begging for forgiveness; saying it will never happen again.

### **National Domestic Violence Helpline**

If you have been personally affected by abuse or violence or still in an abusive or violent relationship you can get help. If you are based in the UK you can call the Domestic Violence helpline. It's a confidential 24-hour service. Visit [nationaldomesticviolencehelpline.org](https://nationaldomesticviolencehelpline.org) or call directly on Freephone 0808 2000 247

### **What can I do if I think someone I know has been abused?**

One of the hardest things for a victim of abuse to do is to admit it - most abuse is unreported. If you are at all concerned that someone you know might be the victim of abuse, you may notice some or all of the following signs in that person:

- unexplained bruises or injuries
- becomes unusually quiet or withdrawn
- frequent absences from work or regular commitments
- wearing clothes which conceal, even on the warmest days
- stops talking about their partner

It is difficult to begin a conversation, even if you have a close relationship with the person you are concerned about, but if you are able to broach the subject, your offer of help could be the first step to helping them break free from an abusive situation.

### **Dos and Don'ts in dealing with domestic abuse**

#### **What can you do?**

- DO ensure the person's immediate safety. A victim will not be able to talk or think clearly if they are afraid. Explore ways to maximise their safety whether the person stays in the relationship or leaves.
- DO believe her/him. A victim is far more likely to minimise the problem than to dramatise it. Take time to listen, and talk in a safe private place.
- DO recognise the need for a positive response and support, even if there is nothing practical that you can do immediately.
- DO be sensitive to and discuss a person's fears about approaching the Police or Social Services. An abused person may never have done so, or may have done so many times and is hesitant to do so yet again!
- DO make sure he or she knows how to contact the Police and reach the local refuge where a woman can talk to workers even if she decides not to move there. The local Citizens' Advice Bureau will also give up to date advice, whether someone is in a crisis situation or just wants to talk over their options.

- DO reinforce that we all expect to live free from abuse. No-one should have to live with abuse in their own home. Violence – of any kind - is not an appropriate way to communicate within a relationship.
- DO reassure the person that the violence their partner commits is his/her responsibility and the abuser should not blame the abused for their actions. Each person has control over their behaviour.
- DO remember that if the person is from an ethnic minority group, the problems could be compounded by racist reactions, language and cultural barriers, or fragile immigration status.
- DO always check that it will be safe to contact her/him at home should it become necessary. Do respect their wishes if they do not want you to make any contact. Their partner is unlikely to know that this person has been to see you about the violence, and is even less likely to take kindly to it. Discreteness and care is crucial.
- DO find out what **the person experiencing domestic abuse** wants to do and see if you can help them achieve it.
- DO offer to meet again soon and keep in regular supportive contact.

### What not to do

- DON'T ask what the person did to provoke the abusive behaviour. If you do, you are implicitly condoning the abusive actions.
- DON'T suggest that the person should 'try again'. She/he have probably been doing that for a long time now. Once abuse has become part of a relationship it will not go away. There is a lot of evidence to show that violent incidents increase in severity and become more frequent over time.
- DON'T suggest a combined interview. The abused person, and/or the children, may feel too threatened to speak freely in the presence of the assailant, and responsibility for the abuse can become lost in justifications, etc. If the she/he does speak out, the repercussions afterwards may be serious.
- DON'T expect the person to make binding decisions in a hurry. Many women say that they wish to stay with their partner, and that they only want the abuse to stop. This decision-making process can be assisted by your patient and long-term support and encouragement. It may take years for a victim of abuse to make a final decision to leave.
- DON'T make decisions for someone. It is up to the victim of abuse to decide if they wants to leave their partner or give it another try. By all means discuss options, but let the person to decide what fits best with their situation.
- DON'T pass on information about their new home to anyone, without their specific permission. It may be tempting to act in the role of go-between. It will not help and may increase their problems and those of any children.
- DON'T judge, or criticize the victim, and don't initiate any physical contact. If someone is put off initially for any reason, it may be a long while before they trust anyone and speak out again.
- DON'T ignore your intuition, nor underestimate the seriousness of the situation. Remember that when someone does speak out or decide to leave, the danger of the situation increases.

For further information or help contact

**Restored** <http://www.restoredrelationships.org/>

**National 24-hour Domestic Violence Helpline** 0808 2000 247

**Men's Advice Line and Enquiry** 0808 801 0327 <http://mensadvice.org.uk/>

**Action on Elder Abuse National Helpline** 0808 808 8141

## Self Harming

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. Self-harm can be a physical act, such as cutting, or it can be less obvious such as a person putting themselves in risky situations or neglecting their own physical or emotional needs.

There are many forms of self-harm including (*this is not an exhaustive list*):

- Cutting
- Burning
- Overeating or under eating
- Inserting objects into their own body
- Scratching
- Hair pulling
- Poisoning
- Hitting themselves or walls
- Overdosing
- Intentionally putting themselves in risky situations
- Exercising excessively

**Some of the reasons people give for self-harming include:**

- Converting emotional pain into physical pain
- Expressing something that is hard to put into words
- Feeling that they are in control
- Creating a reason to physically care for themselves
- Reducing overwhelming feelings or thoughts
- Wanting to feel something instead of numbness or disconnection
- Communicating to others that they are experiencing severe distress

Some people can find the process of self-harm to be very addictive. The act of physically harming themselves causes the body to produce endorphins, resulting in a momentary euphoria. Over time the effect lessens, and it becomes necessary to self-harm in bigger and more damaging ways in order to achieve the same sensation. Others don't find self-harming addictive in a physical sense, but they may become emotionally dependent on it. It may initially be used to stop unwanted thoughts or feelings, and before long it is being used daily to prevent these thoughts or feelings from ever surfacing.

There are many reasons why people self-harm. For some it may be a way of dealing with difficult feelings and memories or overwhelming situations and experiences. It may be linked to specific experiences in the past or to something that is happening now. Some people will not be able to explain or pinpoint the reasons for their self-harming behaviour.

Self-harming is not in itself a mental illness, nor is it a suicide attempt. It is not attention-seeking behaviour, and in reality, most people keep their self-harm private.

However, it may be a warning sign that the person is experiencing trauma, such as sexual, physical or emotional abuse or bullying. It may also be that they are dealing with an underlying mental health problem, such as depression.

**Common causes of self-harm include:**

- Pressures at school or work

- Bullying
- Money worries
- Physical, emotional or sexual abuse
- Bereavement
- Confusion about sexuality
- Relationship breakdown
- Illness or health problem
- Events affecting a loved one (such as divorce, chronic illness, financial problems, etc.)
- Difficult feelings such as anxiety, depression, anger, or numbness experienced as part of a
- mental health problem

*Please Note: These are not exhaustive lists and there may be other causes or reasons why someone starts to self-harm.*

### **Possible Indicators of Self-Harm**

What might you notice that could indicate self-harm?

People tend to hide their self-harm behaviour, keeping it a secret from their friends and family and often injuring themselves in places that can be hidden easily by clothing. Therefore, it is not always easy to notice if someone is self-harming.

Some of the possible indicators of self-harm include:

- Unexplained cuts, bruises and burns, usually found on the person's wrists, arms, thighs and chest
- Keeping themselves fully covered at all times, even in hot weather
- Depression - including low mood, tearfulness and a lack of motivation or interest
- Becoming withdrawn and not speaking to others
- Changes in eating habits or being secretive about eating, and any unusual weight loss or weight gain
- Signs of low self-esteem - such as blaming themselves for problems or thinking they are 'not good enough' for something
- Misuse of alcohol or drugs and/or substances
- Bald patches from pulling out hair

There may, of course, be other reasons for the indicators shown above, but these are the most common indicators that an individual could be self-harming.

### **Responding to Self-Harm**

People who self-harm often find that the immediate relief of harming themselves is quickly replaced by an even greater sense of distress. It is only through talking about and understanding the emotions involved that the compulsion to self-harm can be reduced and eventually taken away.

Here are some tips which may be helpful if someone discloses to you that they are self-harming:

- It is crucial that the person receives a supportive response. Negative reactions may cause them to refrain from disclosing or talking about self-harm again, thereby preventing them from receiving the support they so desperately need.
- Invite them to talk about their self-harm in a safe environment and give gentle, empathetic support.
- Listen to them without judgement, criticism or anger, and express that you understand that they are finding things difficult.
- Do not tell them simply to stop. This is unhelpful and could make things worse.

- Do not promise confidentiality as, depending on the circumstances, other people may need to become involved. Where possible, ask for consent to share the disclosure, you should be aware that for under 18's or adults at risk who lack mental capacity you should report self-harm to the church's Designated Person For Safeguarding whether or not you have the individual's consent.
- Explore the possible options for them to access support. This may include school, parents, carers, local support groups, Social Care Services, Mental Health Services, their GP or specialist self-harm organisations. (please see the 'Key Contacts' section below for national support organisations)

Self-harm disclosures should be reported to your church's Designated Person for Safeguarding who may seek further advice and support from the local Association Safeguarding Contact or the statutory authorities depending on the circumstances involved.

### **Continuing to self-harm after disclosure**

Self-harm doesn't automatically stop when you confront or acknowledge it. Sometimes it can be even harder for someone to stop after they see that their behaviour causes distress to their family and friends.

The guilt of causing upset to loved ones can push them to harm as a way of coping with the emotions of others. The fear of people finding out that they are continuing to self-harm can push the behaviour further underground, making it more secretive and therefore more difficult to resolve. This highlights the need for great sensitivity when handling self-harm disclosures.

### **Suicidal Feelings**

Although for most people self-harm is not a precursor to a suicide attempt, research shows that, those who self-harm are more likely to take their lives than those who don't. This could be either intentionally or accidentally. Statistically we know that younger men are particularly vulnerable to suicide.

Suicide is a complex issue and feeling suicidal can be an incredibly frightening and painful experience. A person with suicidal feelings may:

- Believe death is their only option
- Feel worthless and helpless
- Feel that things won't ever get better
- Have feelings of low self-esteem
- Feel overwhelmed and unable to cope
- Be angry at themselves
- Feel isolated and alone
- Feel that they are not understood by anyone
- Not be sure if they want to live or die

These feelings may have appeared suddenly, or they may have developed gradually over time. They may be the result of a particular incident or problem or be caused by a combination of different factors.

It can be very difficult for someone who is contemplating suicide to tell others how they feel. As much as they might feel that they want to die, they may also want to find a way forward, and to have others understand how they are feeling. Yet for many people in this situation opening up and talking about it can feel almost impossible.

## **Providing Support**

If someone does share with you that they have had or are having suicidal feelings, it can be extremely upsetting for you to discover that they are talking about the possibility of taking their own life. It is common to feel helpless, scared and even angry in response.

There are several ways in which you can help someone who is experiencing suicidal thoughts:

- ✓ Try not to judge – it is not helpful to tell them that suicide is wrong or to get angry and frustrated at the thought of them throwing their life away. As hard as it is, try to listen without judgment.
- ✓ Talk to them – ask them how they feel and listen quietly to their response. Try not to worry about saying the right thing. Instead, keep your focus on simply being there to listen and to allow them to be heard.
- ✓ Encourage them to get help – find out about local support available, and gently encourage them to get help.

Don't assume that you know what help they need. Always ask them. They may be aware of things which have helped them in the past as well as what they struggle to do themselves – for example, they may appreciate you offering to book doctor's appointments, or going to appointments with them. Simply your company and some simple activities on difficult days may help.

## **Looking after yourself**

If you are able to provide some support, make sure that you look after yourself as well – it is emotionally draining to support someone who is experiencing suicidal feelings. Try not to blame yourself or hold their decision to want to end their life as your responsibility. Make sure you take time to get the emotional support you need to enable you to continue supporting them.

If you do not feel able to provide support, talk to the person about involving someone else in your church who might be better able to help them.

## **Disclosure requirements**

Where possible, you should always ask for the person's consent to share their disclosure. However, for under 18's or adults at risk who lack mental capacity, it is necessary to report to your church's Designated Person for Safeguarding who may seek further advice and support from your Association Safeguarding Contact

For more information about supporting someone who has suicidal feelings, **Mind** have created an easy to read downloadable guide which can be found on their website [mind.org.uk](http://mind.org.uk)

## **Key Contacts**

### **SelfharmUK**

An online organisation that offers information, advice, support and training on the subject of self-harm. It is primarily focused on self-harming young people and those who work with them.

[www.selfharm.co.uk](http://www.selfharm.co.uk)

### **Alumina**

An online course started by selfharmUK for young people aged between 14 & 18, to help them think about why they self-harm and what their next step might be.

[alumina.selfharm.co.uk/](http://alumina.selfharm.co.uk/)

**Harmless**

User-led organisation for people who self-harm and their friends and family.

[www.harmless.org.uk](http://www.harmless.org.uk)

**Samaritans**

24 hour helpline which offers emotional support and a confidential listening service for anyone who needs to talk. Not just for those feeling suicidal.

[www.samaritans.org](http://www.samaritans.org)

Phone : 116 123

**Young Minds**

Information for parents and young people about mental health and wellbeing.

[www.youngminds.org.uk](http://www.youngminds.org.uk)

020 7089 5050 (general enquiries) 0808 802 5544 (parents helpline)

Text the YoungMinds Crisis Messenger, for free 24/7 support across the UK if you are experiencing a mental health crisis.

- If you need urgent help text YM to 85258
- All texts are answered by trained volunteers, with support from experienced clinical supervisors
- Texts are free from EE, O2, Vodafone, 3, Virgin Mobile, BT Mobile, GiffGaff, Tesco Mobile and Telecom Plus.

## Procedure For Recognising, Responding to and Reporting Abuse

### 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 here](#).

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"> <li>• Listen to and acknowledge what is being said.</li> <li>• Try to be reassuring &amp; remain calm.</li> <li>• Explain clearly what you will do and what will happen next.</li> <li>• Try to give them a timescale for when and how you / the DPS will contact them again.</li> <li>• Take action – don't ignore the situation.</li> <li>• Be supportive.</li> <li>• Tell them that:<br/>               They were right to tell you;<br/>               You are taking what they have said seriously;<br/>               It was not their fault;<br/>               That you may need to pass this information on to the appropriate people;</li> <li>• Be open and honest.</li> <li>• Give contact details for them to report any further details or ask any questions that may arise.</li> </ul> | <ul style="list-style-type: none"> <li>• Do not promise confidentiality.</li> <li>• Do not show shock, alarm, disbelief or disapproval.</li> <li>• Do not minimise what is being said.</li> <li>• Do not ask probing or leading questions or push for more information.</li> <li>• Do not offer false reassurance.</li> <li>• Do not delay in contacting the DPS.</li> <li>• Do not contact the alleged abuser.</li> <li>• Do not investigate the incident any further.</li> <li>• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.</li> <li>• Do not pass on information to those who don't need to know, not even for prayer ministry.</li> </ul> |



## Responding to Concerns

It is important that everyone is aware of clear procedures that we should followed if any concern arises about the welfare of a child or young person or about the behaviour of an adult with children or young people.

When there are concerns that a child, young person or adult is being abused, the following process must be followed.

### STAGE 1 – the Worker

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

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

**RECOGNISE, RESPOND AND RECORD**



### STAGE 2 – the Designated Person for Safeguarding (DPS)

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

**REVIEW & REPORT**



### STAGE 3 – the Next Steps

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

**SUPPORT & REPORT**

A record must be made of the concern, either handwritten or typed. If you have one, use a standard [incident report form](#), if not write your notes on any paper or device available to you. Either way pass your concerns to the DPS within 24 hours. Do not delay reporting your concerns to the DPS because you do not have an incident form available.

The written record should be linked to the 4 W's: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding

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

The DPS will make the Regional Safeguarding Lead aware of any referrals to the statutory authorities.

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

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

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

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

## 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 ie the church worker (paid or voluntary) should:

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

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”.*

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 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 below 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.

## 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 association Safeguarding Lead 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. If the church is considering suspending a paid worker pending an investigation then it is best to seek support from the Regional Safeguarding Lead in the first instance.

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 DPS at the new church 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 Regional Safeguarding Lead 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 Safeguarding Lead.

Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

### 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 it 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 Regional Safeguarding Lead.*

- 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
  - Regional Safeguarding Lead

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

### **Stage 3 – The Next Steps**

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

#### **The duty to SUPPORT**

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

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

#### **The duty to REPORT**

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

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

## What to do / not do when responding to abuse or concerns?

### Children

If you have any concerns about a child's welfare or if a child discloses abuse to you...

#### **YOU MUST ALWAYS PASS THIS ON**

You have a duty of care to protect the child and an obligation to report it to your church's Designated Person for Safeguarding.

### Adults

If you have any concerns about an adult's welfare or an adult discloses abuse to you...

#### **They have the right to tell you not to pass it on**

This includes upholding their right to follow a course of action which you may deem unwise or eccentric, including staying in a situation of abuse.

Adults have the right to refuse help. You may only report concerns against their wishes when:

- The adult lacks the mental capacity to make such a choice
- There is a risk of harm to others
- In order to prevent a crime

### **When a child expresses a concern... Listen, listen, listen**

When an individual (child, young person or adult at risk) talks about harm or abuse that they are suffering:

- create a safe environment in which they can share their concerns.
- react calmly so as not to create additional distress.
- listen carefully to what the person has to say
- allow them time to say what they want
- don't rush or interrupt them, or ask more questions than you need to in order to establish whether there is cause for concern, or to ensure a clear and accurate understanding of what has been said
- if you need to ask questions to clarify what the person is saying, always use open questions and not closed questions (e.g. "Who is it you are afraid of?" not "Is it Daddy you are afraid of?")
- as soon as you believe there is cause for concern allow the person to finish, but do not question them any further. If you are listening to a child or young person explain that you will have to tell someone who knows what to do next
- accept what the person says and take seriously what you are hearing
- reassure the person, and tell them that you know how difficult it must be to confide in you
- tell the person that s/he is not to blame and that s/he has done the right thing in speaking to you
- help the child or young person to understand what is going to happen next – the child should be informed that other people will need to be told about the concerns which have been shared, and who those people may be
- do not promise, or lead a child to believe, that any child protection concern which affects them or other children or young people will be kept confidential
- be aware that a child, young person, or adult at risk may be frightened and that they may have been threatened if they tell of what has been happening to them
- remember that most people, especially children, feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment.

- make notes as soon as possible afterwards using the person's language, and phrases, as well as recording any questions that you asked to prompt for a response

### **What to Do**

- Listen to and acknowledge what is being said.
- Try to be reassuring & remain calm.
- If they are an adult, ask their consent for you to pass on their concerns.
- Explain clearly what you will do and what will happen next.
- Try to give them a timescale for when and how you / the Designated Person for Safeguarding will contact them again.
- Take action - don't ignore the situation.
- Be supportive.
- Tell them that:
  - 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.

### **Helpful Responses**

- *"You have done the right thing in telling"*
- *"That must have been really hard"*
- *"I am glad you have told me"*
- *"It's not your fault"*
- *"I will help you"*

### **What Not to Do**

- 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 Designated Person for Safeguarding.
- Do not contact the alleged abuser.
- Do not investigate the incident any further.
- Never leave a child or adult at risk to wait 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.

### **Unhelpful Responses (Don't Say)**

- *"Why didn't you tell anyone before?"*
- *"I can't believe it!"*
- *"Are you sure this is true?"*
- *"Why? How? When? Who? Where?"*
- *"Never make false promises"*
- *Never make statements such as "I am shocked, don't tell anyone else"*



## Summary

- ✓ Again, reassure the child that they were right to tell you and show acceptance
  - ✓ Let the child know what you are going to do next and that you will let them know what happens (you need to speak to someone you trust, i.e. the Designated Person for Safeguarding), and you might have to talk to some professional people (i.e. Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse).
  - ✓ Contact the Designated Person for Safeguarding at CBC (Gill Woods). If she isn't available, then the Safeguarding Deacon.
  - ✓ If the child or young person is in immediate danger (or other children/young persons) make contact directly with Social Services, the Police, or the NSPCC ([Contact Details, see Appendix](#))
  - ✓ Consider your own feelings and seek pastoral support if needed
- **Don't ask questions – instead listen carefully to them**
  - **Don't make promises you may not be able to keep e.g. not telling anyone else**
  - **Accept what you hear without passing judgement or investigating**
  - **Tell them what you are going to do (and in the case of an adult, consult them about their wishes)**
  - **Make careful notes (i.e. what was said and in what circumstances) as soon as possible, preferably within an hour. Include dates and times and keep notes safely.**
  - **Contact the Designated Person for Safeguarding, Safeguarding Deacon, or, in their absence, take action yourself.**
  - **It is important to remember when responding to an adult disclosing possible abuse that they have the right to decline further action in relation to themselves. However, there may be the potential for harm to be caused to others.**

## Concerns About a Worker in the Church

Responding to concerns about the behaviour of fellow workers.

The basic three-stage process outlined above should form the basis for responding to all concerns within the church regarding the welfare of children and young people. If anyone in the church believes that the behaviour of one of the workers is placing children or young people at risk of harm (whether that worker is paid or unpaid, is a relatively new volunteer or is a senior and experienced youth worker) there is a fundamental duty to **RECORD** and **REPORT**.

The nature of the behaviour of those who seek to harm children or young people is that they will rationalise their behaviour, they will make themselves extremely plausible and will be looking for ways in which it is possible to cross boundaries. It is therefore extremely difficult to tell the difference between the behaviour of someone who has inadvertently and innocently forgotten best practice for a moment and stepped over the line, and someone who is looking for the smallest opportunity to push at the boundaries. Consequently, it is important that all behaviour that crosses the line of what is acceptable or appropriate is challenged so that children and young people are never put at risk.

### *Case studies*

- A worker takes a child into an empty room on their own to help get some equipment out of the cupboard.
- A group of young people are making fun of one of their friends because of their ginger hair. A young youth leader joins in the banter, not realising that the smiles of the young person hide an underlying resentment at the constant teasing.
- A group of young children have been misbehaving all evening. One of the children accidentally knocks over a pot of paint. The worker loses their cool and shouts at the child, calling them clumsy and useless.

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

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

- “Did you realise that you just took a child on their own into an enclosed room?”

It is good practice for workers to meet together for a short time to de-brief after each session. This can be an occasion when the leader might remind members of the team about following good practice and highlighting any inappropriate behaviour.

- “It’s not a good idea to get involved in banter when N is being teased. He might appear to take it in good part, but you don’t know how he feels about being treated like that. We should be discouraging the other children from teasing.”

It is good practice following each session for the leader to make a note of any incidents such as the worker losing their cool about the spilled paint. This ensures transparency and also keeps a record that might be helpful if this turns out to be part of a recurring pattern of behaviour.

- “The children were misbehaving all evening. X lost their cool when a pot of paint was tipped over and shouted calling N clumsy and useless.”

The leader of a group must take seriously their responsibility to supervise the behaviour of the workers in their group and encourage all workers to develop the highest standards in their conduct and in following the agreed code of conduct for workers. If a worker consistently ignores the code of

conduct the leader should make arrangements for the worker to be more closely supervised until they can demonstrate that they are able to work within the framework of the church's Safeguarding Policy.

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

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

When the Designated Person receives any report expressing concern about the behaviour of a worker, Step 2 of the procedures for responding to concerns should be followed. All those working with children and young people should be aware that if an allegation is made against them that is referred to the statutory authorities, they will normally be advised or required to withdraw from their responsibilities while an investigation is carried out. They may even be asked not to attend church during this period. Whenever allegations are made against those working with children and young people, or action has to be taken because of the risk of harm to children and young people by workers, the Designated Person and the Safeguarding Trustee/Deacon should be aware of the church's duty to report such matters to:

- LADO (Local Authority Designated Officer)

### **When the concern involves the Designated Person**

If a concern is expressed about the behaviour of the Designated Person or a member of their family, then that concern must be raised with the Safeguarding Deacon (and/or Minister/s).

### **When concerns are expressed about the Minister/s**

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

## 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, or 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. This is sometimes referred to as Peer-on-Peer Abuse or Child on Child Abuse. 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 will be investigated by the statutory authorities in the same way as if an adult were involved, although it is likely that the perpetrator may 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 below [When a Known Offender is Present & Working with Offenders](#)).
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

## Pastoral Care following an Allegation

### **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**

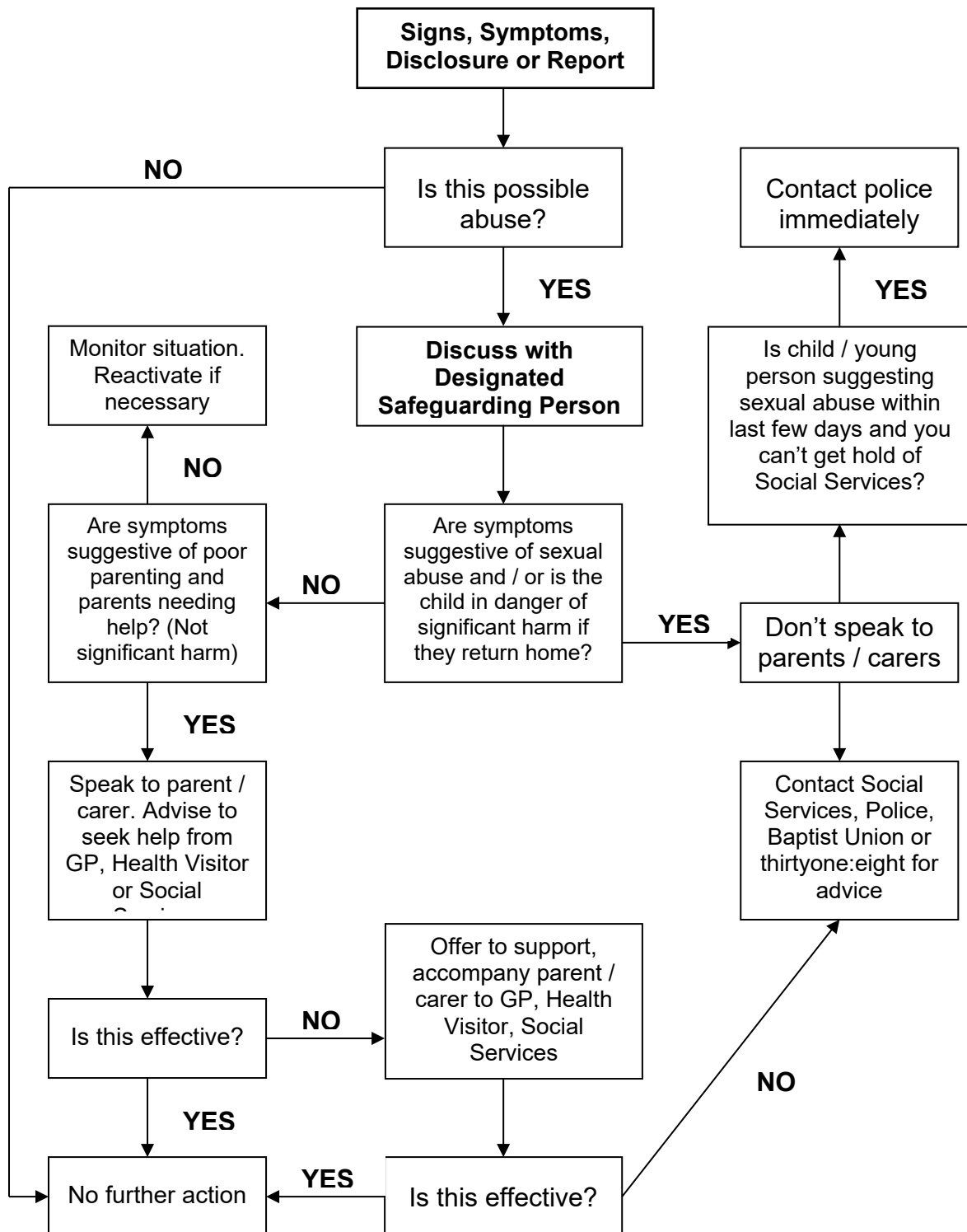
As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain [Supporting Those who have Experienced Abuse](#) guide to ensure that we adhere to a model of best practice.

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.

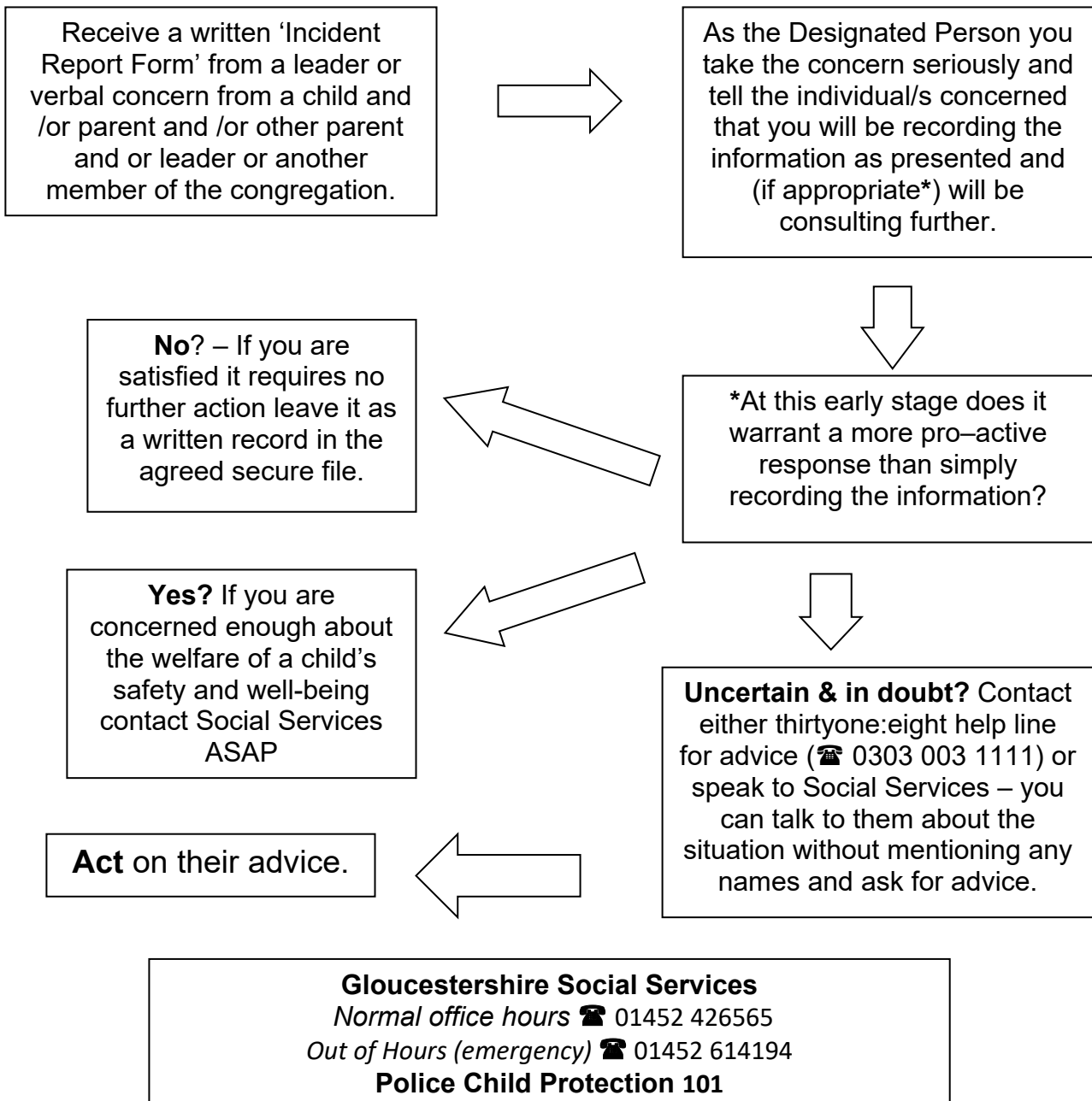
It may be necessary to signpost individuals to specialist support. The DPS has a list of relevant local information and contacts, ready for anyone who may need it.

## Flow Chart for Action



## Designated Person for Safeguarding: Steps in Decision Making

This flow chart aims to give an outline of how the Designated Person will assess concerns, information and take any necessary steps. It's difficult to plan for every possibility or situation, however, the clear emphasis is on consulting with external (and objective) experts and being guided by their advice.



# Help for Those Who Have Been Abused

## Supporting Survivors of Abuse

The church's role in responding to those who have experienced abuse is in supporting the individual to express what they want to happen. This is not always easy or simple and the needs of the individual may change over time. Revd Dr Marie Fortune has identified seven essential elements to the process of recovery for those who have experienced abuse.

### **The opportunity to tell the story (to name the sin and share their experience)**

**For someone to 'hear' the story (that is, to believe and acknowledge the harm done and the fact that the victim is not to blame)**

**Receiving a compassionate response to the victim (that is, to 'suffer with', to walk with the person rather than try to 'problem solve')**

**An effort to protect the vulnerable from further harm (both the victim and others who might be at risk)**

**The community holding the perpetrator to account**

**An act of restitution in as far as this is possible (though this does not necessarily include institutional or financial liability)**

**Unambiguous vindication**

[The Birchall Trust](http://www.birchalltrust.org.uk/) (<http://www.birchalltrust.org.uk/>) is a registered charity providing counselling for male and female adults, children and young people who are survivors of rape, sexual abuse and/or incest. The sexual abuse can be recent or historic. They have offices in Morecambe and Lancaster and can be reached by telephoning 01229 820828 or email [info@birchalltrust.org.uk](mailto:info@birchalltrust.org.uk).

[Christian Survivors](http://www.christiansurvivors.com/) are an active community for survivors of all types of abuse. Their aim is to create a safe oasis to provide friendship, understanding, and support to survivors of child abuse, sexual violence, rape, domestic violence, ritual abuse, trafficking, Spiritual abuse and all other forms of abuse. They believe that recovery from abuse is possible, they work hard to provide an environment of safe, mutual support, where they can help each other to come to a place of healing. <http://www.christiansurvivors.com/>

[Acorn Christian Trust](http://www.acornchristian.org/) believes that every person can be transformed through experiencing Jesus' love and care, and its calling is to make this a reality through their work of listening, healing and reconciliation. <http://www.acornchristian.org/>

Acorn lives out this calling in a variety of ways including providing training, giving direct support where it is needed, and through our prayer ministry. The headquarters at Whitehill Chase, Hampshire - a beautiful 19th century Hunting Lodge within several acres of peaceful gardens and woodlands - make an ideal location for the Acorn programme of retreats, courses and conferences.

[MACSAS](http://www.macsas.org.uk/) is a support group for women and men from Christian backgrounds who have been sexually abused by Ministers or Clergy, as children or as adults. They support both survivors who have remained within their Christian communities and those who have left. <http://www.macsas.org.uk/>



[The Hope of Survivors](http://www.thehopeofsurvivors.com/) take a faith-based, scriptural approach to helping victims understand the devastation of clergy sexual abuse and how they can receive healing and wholeness by God's grace. It is their mission and prayer that through their website, you will find answers and the truth about what's happening to you. <http://www.thehopeofsurvivors.com/>

## The Role of the Statutory Agencies

Following a referral to Social Services or the police, a decision will be taken about the most appropriate way to respond to the concerns raised. In some situations, advice will be given about how the issues raised can be dealt with without the involvement of the statutory services and suggestions will be offered about how to access support from other agencies and services.

In circumstances where it is considered that a child is not at risk of significant harm but may benefit from assistance provided by Social Services, this will be acted upon where agreement is given by the parent to this assistance being given. However, in those situations where a safeguarding concern has been referred, Social Services have a duty in law to make enquiries whenever they have reasonable cause to believe that a child living in their area has suffered, or is likely to suffer, significant harm from abuse or neglect. They work with children, young people, parents and other agencies to ensure the safety, protection and wellbeing of children and young people. The police work closely with Social Services when there are safeguarding concerns and particularly when a serious physical assault or a sexual assault might have occurred, or in cases of serious neglect.

The Designated Person may also be required by conditions of the Church Insurance Policy to immediately inform the Insurance Company. They may also be required as part of their denominational policy to inform strategic personnel within the Baptist Union of Great Britain (**BUGB**) **01235 517700**

They may also be required as part of their community responsibility to inform the appropriate Safeguarding Co-ordinator in School, if disclosure occurs in school, and/or Social Services.

### Contact details

#### Children and Families Help Desk

on 01452 426565 (during office hours), but if you are concerned about the immediate safety of a child please contact the Police on 101 at any time.

email to [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)

The local Social Services office telephone numbers between 9.00am and 5.00pm is noted above. The out of hour's emergency number is **01452 614194**

#### Thirtyone:eight

PO Box 133, Swanley, Kent, BR8 7UQ. Telephone **0303 003 1111** or alternatively contact Social Services..

The relevant Police Child Protection Team may be contacted if necessary.

It is, of course, the right of any individual as a citizen, to make a direct referral to the child protection agencies or seek advice from the Baptist Union or thirtyone:eight, although CBC hope that members of the church will use this procedure. If, however, the individual with the concern feels that the Designated Person has not responded appropriately, or where they have a disagreement with the Designated Person(s) as to the appropriateness of a referral they are free to contact an outside agency directly. We hope by making this statement that CBC demonstrate their commitment to effective Safeguarding.

## When a Known Offender is Present & Working with Offenders

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

We recognise the very particular challenge when it comes to those who sexually abuse children or young people. Current research suggests that sexual offending can be a kind of addiction whereby patterns of behaviour are deeply ingrained in the character of the person. However old the offence, ex-offenders continue to pose a very real threat to children and young people and this should be borne in mind when welcoming them into the church community. Experience has also shown that those who abuse children can be very persuasive in expressing remorse and in presenting themselves as people who are now living a different way of life. As abusers are often people who are able to get on well with children and young people and whom children and young people are ready to trust, the Christian community has too often misunderstood what it means to practise forgiveness and has entrusted such people with the care of children and young people.

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 Regional Safeguarding Lead.
- A risk assessment will be undertaken with the help of the Regional Safeguarding Lead to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool.
- 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 Regional Safeguarding Lead.

### **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 Regional Safeguarding Lead throughout this process.

### **Pastoral Care**

When an allegation/suspicion arises in a church, a period of investigation will follow, which will be stressful for all involved. Support will need to be given to the suspected perpetrator without compromising the children or their families. This is one reason for limiting information in relation to allegations of abuse on a "need to know" basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator. Where an investigation is under way this support should be with the knowledge of the Statutory Agencies

It may be necessary, for the sake of the child (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will need to be informed of the reasons. This should enable the individual to receive as much support as possible, but at the same time enable the new church to consider their own child protection procedures.

Pastoral care for an alleged perpetrator, such as retaining contact, prayer, support, encouragement to seek legal advice and possibly accompanying to court hearings is important, but this should not be done at the expense of the victim, their family or of justice. The victim should not sense collusion or the taking of the perpetrator's side. There should be no minimising of what has been done (or alleged) or the denial of the perpetrator's responsibility.

The church can help by ensuring that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and yet another gives pastoral care to the alleged perpetrator. It may be necessary to appoint yet another person to support the perpetrator's family.

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

### **Repentance and Forgiveness**

Placing restrictions on a sex offender is sometimes seen as a denial of God's universal forgiveness, grace and restitution, particularly when the individual seems genuinely repentant. Whilst it would be wrong to deny the efficacy of biblical truth, it is important to remember there is no sure and objective test to guarantee this has happened. An individual's testimony may or may not be true. It must be remembered also that paedophilia is addictive in nature and putting temptation in the way of a sex offender by allowing them contact with children could lead to further offences being committed. The apostle Paul unequivocally supports this principle when he issues an instruction in 1

Corinthians 6 verse 18 to 'flee from sexual immorality' in the best interests of the potential offender as well as the victim. Children must not be put in the path of a sex offender as a test to see if they are 'free' from their sexual tendencies.

One indicator that repentance is genuine would be an acceptance of and compliance with their contract with the church and even an offer by the offender to contribute towards the cost of therapy for their victim(s). Taking risks with a child's safety, however small, is at the very least unwise. Ignoring the basic principles of protecting children could reap serious consequences for the lives of children and a worshipping congregation.

## Useful Addresses and Telephone Numbers

### Social Services Department

#### Gloucestershire Social Services:

Adult Social Care 01452 426868

Children and Family Services 01452 426565

Emergency duty team 01452 614194 and [edt@gloucestershire.gov.uk](mailto:edt@gloucestershire.gov.uk)

Or (Out of Hours) Police Child Protection : call the Police (999 emergency or 101 non-emergency)

**Gloucestershire Police Rape & Sexual Abuse** 01452 305421

**Gloucestershire Police Domestic Abuse Support Service** 01452 726570

### Insurance Company

Baptist Insurance Company, Beaufort House, Brunswick Road, Gloucester, GL1 1JZ.

Tel: 0345 070 2223.

email: [enquiries@baptist-ins.com](mailto:enquiries@baptist-ins.com)

### Church Information, Contact Details.

#### Regular Place of Meeting & Worship

**Campden Baptist Church**, High Street, Chipping Campden,  
Gloucestershire, GL55 6AU. Tel: 01386 840744.

email : [hello@campdenbaptist.org.uk](mailto:hello@campdenbaptist.org.uk)

#### Sunday Morning Service

Chipping Campden School  
Cidermill Lane,  
Chipping Campden, Glos, GL55 6HU

#### Designated Person

**Gill Woods** : Tel : 07901 336266

email : [safeguarding.campdenbc@gmail.com](mailto:safeguarding.campdenbc@gmail.com)

#### Safeguarding Deacon

**Maralyn Harvey**

Tel : 07762 429891

#### Church Secretary

**Alan Slough**, 4 Harvard Close, Moreton-in-Marsh, Gloucestershire,  
GL56 0JT. Tel: 01608 650680.

Mob: 07774 500709.

email: [secretary.campdenbc@gmail.com](mailto:secretary.campdenbc@gmail.com)

#### Ministers

**Rev Philip Deller**, The Baptist Manse, Back Ends, Chipping Campden,  
Gloucestershire, GL55 6AU.

Tel: 01386 840720.

email: [philip.campdenbc@gmail.com](mailto:philip.campdenbc@gmail.com)

**Rev Edward Ibberson**, 11 Parker Place, Broadway, Worcestershire,  
WR12 7RF

Tel: 01386 858937.

email: [edward.campdenbc@gmail.com](mailto:edward.campdenbc@gmail.com)

**Children's Ministry Leader**

**Verity Booker**

email: [verity.campdenbc@gmail.com](mailto:verity.campdenbc@gmail.com)

**Youth Ministry Leader**

**Tim Crummack**

email: [tim.campdenbc@gmail.com](mailto:tim.campdenbc@gmail.com)

**Southern Counties Baptist Association : Safeguarding Lead**

**Keith Baldwin** 07712 508779

email: [scbasafeguarding@scba.org.uk](mailto:scbasafeguarding@scba.org.uk)

## Other Agency Contacts & Resources

### National Emergency Helplines

#### NSPCC Child Protection Helpline

0808 800 5000 (free 24 hour service)

<https://www.nspcc.org.uk/services-and-resources/nspcc-helpline/>

#### thirtyone:eight

0303 003 11 11

<https://thirtyoneeight.org/get-help/helpline>

#### Childline

(a free 24 hour helpline for children) Phone : 0800 1111

<https://www.childline.org.uk/Pages/Home.aspx>

#### CEOP : Online Safety

<http://www.ceop.police.uk/safety-centre/>

### Disclosure and Barring Service Contacts

#### Due Diligence Checking Ltd (DDC)

<https://www.ddc.uk.net/baptists/>

Phone: 0116 260 3055

#### Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>  
[customerservices@dbs.gsi.gov.uk](mailto:customerservices@dbs.gsi.gov.uk)

Phone : 0300 0200 190



**thirtyone:eight** (formerly Churches' Child Protection Advisory Service (CCPAS))

<https://thirtyoneeight.org/>

0303 003 1111

PO Box 113, Swanley

Kent BR8 7UQ

*As well as offering a full advisory service to members thirtyone:eight has a range of resources and publications available for download and purchase.*

**Circles UK**

[www.circles-uk.org.uk](http://www.circles-uk.org.uk)

0118 950 0068

Abbey House, Abbey Square

Reading RG1 3BE

*Circles UK works to create Circles of Support and Accountability in which sex offenders are enabled to reintegrate responsibly into the community. Circles works in partnership with criminal justice agencies.*

**NSPCC**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

020 7825 2500

Weston House, 42 Curtain Road

London EC2A 3NH

*The NSPCC offers advice and a range of resources to safeguard children and young people.*

**Working Together to Safeguard Children**

The latest statutory guidance from HM Government (July 2018) [Access here](#)

**Safe Network**

[www.safenetwork.org.uk](http://www.safenetwork.org.uk)

The Safe Network is jointly managed by NSPCC and Children England and was created as a result of the Government's Staying Safe action plan. The website provides resources to help organisations reflect on their safeguarding policies and procedures and gives access to training for not-for-profit organisations.

**Charity Commission**

<https://www.gov.uk/government/organisations/charity-commission>

## Information Sources For Residential Activities

**The Adventure Activities Licensing Authority,**  
<http://www.hse.gov.uk/aala/index.htm>

**Institute for Outdoor Learning,**  
<http://www.outdoor-learning.org/>

**British Safety Council,**  
<https://www.britsafe.org/>

**The Royal Society for the Prevention of Accidents,**  
<http://www.rospa.com/>

# Appendix

## Forms and Other Documents relating to Campden Baptist Church's Safeguarding Policy

### Online Forms (viewable & downloadable)

[Accident Report Form](#)

[Incident Report Form](#)

[Parental Consent & Medical Form](#)

[Risk Assessment Form](#)

[Support and Early Intervention Form](#)

[Swimming Trip Consent Form](#)

[Transporting Children Consent Form](#)

[Voluntary Workers Application Form](#)

[Volunteer Agreement](#)

**Risk Assessment Form**



**Risk Assessment Form**

| <b>Group / Activity / Event Name:</b> <span style="background-color: yellow; display: inline-block; width: 100px; height: 15px;"></span> |                     | <b>Date of risk assessment:</b>                       |                |   |
|--|---------------------|---|----------------|---|
|  |                     | What precautions are you taking to control this risk? | Action by who? | Review your assessment & update if necessary: |
| Who might be harmed and how?   | What are the risks? |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |
|  |                     |   |                |   |

## Parental Consent, Permissions & Medical Form (under 18's)



This form must be completed by a parent/guardian in order for the child/young person to participate in the group, event or activity. *‘\*’ indicates a response is required.*

### 1. Group/s Attended \* *(please tick all that apply)*

- Creche (Sunday morning: 0-3 year olds)
- Junior Church (Sunday morning: Reception to Year 6)
- Push-n-Shuv (Sunday morning: Year 6-9)
- Devoted (Sunday mornings for ages 11-18 year olds)
- Charging Point (Tuesday: 8-11 year olds)
- Push-n-Shuv Midweek (Tuesday for ages 10-13 year olds)
- Youth Cell (Friday evenings for ages 13-18 year olds)
- Residential Trip (e.g. Soul Survivor, Weekend away, Camps etc.)
- Other *(please state)*...

### 2. Details of your Child/Young Person

*Key information and contact details for your child/young person*

**First Name (by which your child/young person chooses to be known) \***

**Last Name \***

**Formal Name (if different to above)**

**Date of birth (DD/MM/YY) \***

**Gender of your child/young person *(please tick)* \***

- Female  Male

**Child/Young person's email *(if they have one)***

**Child/Young person's mobile *(if they have one)***

**Child/Young person's school or college\***

**Child/young person's current school year**

### 3. Person with Parental Responsibility

*Contact details, key information and communication preferences with you (the adult completing this form with parental responsibility)*

**Your full name \***

**Your relationship to the child/young person \***

- Parent  Step-parent  Foster Parent  
 Grandparent  Aunt/Uncle  Guardian  
 Other *(please state)*

Your address (and where your child/young person normally stays) \*

Postcode\*

Your email address \*

Do you give consent to receive email communication from Campden Baptist Church (e.g. important info, updates, etc.) in connection with your child/young person? \*

Yes

No

The best phone number to contact you on is \*

An alternative phone number I can be reached on (your home or mobile is)

#### 4. Additional Parental/Carer Contact Info & Details

*Please let us know any other helpful contact information about other key people in your child/young person's life*

Full name of another parent/guardian/carer of your child/young person

Their relationship to your child/young person

Father

Mother

Step-parent

Guardian

Grandparent

Sibling (over 18)

Close Family Friend

Other (*please state*)

If their address is different to yours/the child/young person's (which you completed above), please enter it here:

Postcode:

Their email address:

Their phone number (i.e. the best one to reach them on):

#### 5. Medical, Health and Important Info about your child/young person

##### Medical & Health

*If any of these details alter or change, please let the group leader know as soon as possible.*

Is your child/young person on any medication or has any medical/health condition we need to know about? \*

No

Yes

If 'Yes' please give details...

Does your child/young person suffer from any allergies (e.g. medicine, food, insects etc.)? \*

No

Yes

If 'Yes' please give details...

Does your child/young person have any Additional or Special Needs (e.g. disability or special educational needs) that we should know about?

No  Yes

If 'Yes' please give details...

In an emergency and/or if I cannot be contacted, I am willing for my child to receive any necessary medical (incl. first aid), hospital or dental treatment, including anaesthetic... \*

Yes  No

### Doctor's Details

Doctor's name (where the child/young person is registered) \*

Surgery Phone Number \*

Surgery Name & Address \*

Date of last Tetanus injection (DD/MM) if not known please state 'unknown', or if you're sure it's up to date state 'up to date'. \*

Dietary Information : Please note that any allergies should be noted/recorded above

Does your child/young person have any special dietary requirements (e.g. vegetarian, vegan, dairy free, gluten free etc.)

No  Yes

If 'Yes' please give details...

## 6. Photo/Video/Media Consent

During the course of our regular activities we may take photographs and/or videos (images) which maybe used '**Internally**' (i.e. as part of the group's activities or in a church service), or maybe used '**Externally**' on the church website, in future event publicity, on social media.

Similarly, the group may meet **Online** (e.g. Zoom meetings etc.). Please indicate below whether you give permission for your child/young person to join an online meeting/group.

Re Church Services : occasionally we may **Livestream** a church service (e.g. Christmas Day Service, Weddings, Funerals) via YouTube Live etc. Please indicate if you give permission or not for your child/young person to appear. Please note that an area/space inside the venue will be set aside which will have no camera coverage.

In order to publish an image of your child we need parental permission. All such images will be handled in accordance with our Safeguarding Policy (<https://www.campdenbaptist.org.uk/policy-and-forms>).

**By selecting 'Yes' (in each section below) I grant permission for the church to publish images of my child accordingly (including promotional publications, the church website & social media platforms, and via streaming platforms).**

*If you do not give permission for your child's photo to be published, please make sure that your child is aware of this.*

**Internal presentation** (e.g. Sunday services or their group) \*

Yes  No

**External presentation** (e.g. online, print, website, social media etc.) \*

Yes

No

**Taking Part in Online Groups** (e.g. Zoom meetings etc.) \*

Yes

No

**Permission to appear on a LiveStream**

Yes

No

## 7. Declaration & Consent

- Please note that this declaration **must only** be made by someone with parental responsibility and authority for the child/young person relevant to this consent form.
- I understand that this form, and therefore the information given, will be held securely by the team leader(s) and will be made available to other leaders of the group, or key church leaders, or other key professionals as appropriate.
- We recognise that your data and privacy is important, and CBC will hold it ways that are compliant with UK law on data protection. **By completing this form, you are confirming your consent for Campden Baptist Church to hold and process your personal data for the purposes of our Safeguarding Policy and to enable us to communicate with you about your child/young person's group, activities etc.** If you want to withdraw or change your consent, please email [hello@campdenbaptist.org.uk](mailto:hello@campdenbaptist.org.uk). Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.
- I understand that separate permission/consent will be sought for certain activities (including swimming or 'out of the ordinary' or unusual events/excursions).
- The church's Safeguarding Policy is available to view on our website <https://www.campdenbaptist.org.uk/policy-and-forms>

**I give permission for my child/young person to take part in the normal activities of this group \***

Yes

No

**Please state if there are any activities that you require your child/young person to be excluded from...?**

**FOR Yr7 + ONLY : I require my child/young person to remain at the group venue on a Sunday morning until I, (or the additional parent/carer identified above), collect them personally.**

*This means that if I'm happy for my young person to leave the venue unaccompanied, or with another parent/adult, or other young person please*

Yes

No

**Your Full Name\* :**

**Signed (parent or adult with parental responsibility) \***

**Date \***

**Thank you for completing this Consent Form and signing the Declaration.**

**Please return the completed and signed form to the Group Leader as soon as possible.**

***If any details change (contacts, phone numbers, health etc.) please let the Group Leader know.***



## Transporting Children & Young People Consent Form

Campden Baptist Church are on occasions willing to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus or car and the following principles will be adhered to:

- All drivers will be recruited under the guidelines of the Safeguarding Policy at CBC. CBC reserves the right to have undertaken a DBS Disclosure for drivers.
- Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.
- All minibus drivers are over 25 years of age and have held a full driving licence for at least 3 years.
- Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for my child(ren) to be transported to and from the activity.

I understand that my child(ren) will be transported to/from the usual meeting place of the group.

Name of Child(ren) : \_\_\_\_\_ (please print)

\_\_\_\_\_

Date of Birth (DD/MM/YY) : \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Phone Number / Mobile : \_\_\_\_\_

Your name \_\_\_\_\_ (please print)

Signed: \_\_\_\_\_ *(parent/adult with parental responsibility)*

Date: (DD/MM/YY) \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (N.B. This may not include a foster carer).

## Swimming Trip Consent Form

*This form must be completed by a parent/guardian in order for the child/young person to participate in the swimming trip.*

Name of Child / Young Person : \_\_\_\_\_ (please print)

Date of Birth (DD/MM/YY): \_\_\_\_\_

Gender of your child      Female       Male       (please tick)

Address (including postcode): \_\_\_\_\_

\_\_\_\_\_

Name of Parent / Carer: \_\_\_\_\_

Parent / Carer Contact Phone Number / Mobile : \_\_\_\_\_

**Please provide details of an additional person we can contact on your behalf in case of an emergency.**

Name : \_\_\_\_\_

Relationship to your child/young person : \_\_\_\_\_

Contact Phone Number : \_\_\_\_\_

### Swimming Ability (please tick)

Is your child able to swim 50 metres?      Yes       No

Is your child confident in a pool?      Yes       No

Is your child confident in the sea or in open inland water?      Yes       No

Is your child safety conscious in water?      Yes       No

### Medical & Other Information

Please give details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs etc.) or disability which may affect the swimming activity and/or activity where being able to swim is essential...

\_\_\_\_\_

\_\_\_\_\_

Date of last tetanus injection (if known) \_\_\_\_\_

### Declaration

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by Campden Baptist Church's leadership and that, while the leaders in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

I give permission for my child to take part in the specified visit and, having read the information provided, agree to him/her taking part in the activities described.

Yes  No

I confirm that my child is in good health and I consider her/him fit to participate

Yes  No

In an emergency, and/or if I'm not contactable, I am willing for my child to receive emergency medical care, hospital or dental treatment including an anaesthetic.

Yes  No

To complete this Declaration/Consent Form please write your full name, sign and date the Form.

Your Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for completing this Swimming Consent Form.  
Please return it as soon as possible to the Group Leader.**

*The information you've provided on this form will be taken by the group leader on the visit.  
A copy should be retained on the church premises for emergency use.*

(page 2 of 2)

CBC Swimming Trip Consent Form  
(October 2019)

## Incident Report Form

*to be completed by the person who has concerns/heard allegations etc. ( pages)*

### PERSON REPORTING THE INCIDENT OR CONCERN

|                |  |
|----------------|--|
| Name           |  |
| Address        |  |
| Phone Number   |  |
| Email address  |  |
| Role in Church |  |

### DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:

|   |  |
|---|--|
| Name  |  |
| Date of Birth / approximate age                               |  |
| Address   |  |
| Phone Number  |  |
| Email address   |  |
| Do they know that you are sharing concerns about them? YES NO |  |
| If not, please explain why                                    |  |

**IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER**

|  |  |
|--|--|
| <b>Name</b>  |  |
| <b>Address</b>   |  |
| <b>Phone Number</b>  |  |
| <b>Email address</b>   |  |
| <b>Relationship to the child/young person</b>                        |  |
| <b>Do they know that you are sharing concerns about them? YES NO</b> |  |
| <b>If not, please explain why</b>                                    |  |

**DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)**

|  |  |
|--|--|
| <b>Name</b>  |  |
| <b>Address</b>   |  |
| <b>Phone Number</b>  |  |
| <b>Email address</b>   |  |
| <b>Are they an adult or a child (under 18)?</b>                        |  |
| <b>Relationship to the child/adult at risk</b>                         |  |
| <b>Does the child/adult at risk live with the alleged perpetrator?</b> |  |

**DETAILS OF INCIDENT OR CONCERN:**

- Remember to include the 4 W's - Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

**Date of incident:**

**Time of incident:**

**Location of incident:**

*Please continue on a separate sheet if necessary including p.4*

**HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?**

Please give details of who and when below:

**Organisation:**

**Name of contact:**

**Date of contact:**

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form.

**Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.**

**SIGNED :**

**DATED :**

*Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.*



## Support and Early Intervention Form



**Name of person completing this form:**

**Date:**

**What is the issue? (please include the impact on the adult/child/family).**

**What support is to be given?**

**Who is responsible for the intervention?**

**Timescale?**

**What is the intended outcome?**

**Review Date:**

**What is the impact of the intervention or observable outcomes?**

**Any other key people involved?**



# Accident Report Form



Name of person in charge

Site where accident took place

Date of accident

Name of injured person

Address of injured person

Nature of injury and extent of injury (attach a photograph if appropriate/helpful)

Give details of how and precisely where the accident took place.

Describe what activity was taking place.

Give full details of any first aid treatment and the name(s) of first-aider(s).

Was it necessary to call 999?

Yes/No (delete as necessary)

If the person is under 18 were the parents contacted? When? Who did you speak to (include times & date)

What happened to the injured person following the accident?

*E.g., carried on, went home, went to hospital etc.*

If this form has been completed for a person aged 18 or under, please attach the relevant consent form.

All of the above facts are a true record of the accident.

Signed:

Date:

Name:

## Application Form for Voluntary Work Children & Young People

Before beginning work with children and young people within Campden Baptist Church, we ask all prospective workers with children, young people and adults at risk to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by CBC, unless requested by an appropriate authority.

It will help us to understand your Christian journey, any relevant experience and the reasons you want to take up this opportunity of serving.

In order to offer the appropriate protection to children and young people we will need to ensure that there is nothing in your past that indicates that you might pose a risk to their safety. To this end we ask you to make a declaration about your criminal record and also apply for a Disclosure from the DBS.

### 1. Personal Details

Full Name:

Other names by which you've been known previously:

Address:

Postcode:

Phone Number:

Mobile:

email:

How long have you lived at the above address?

Years

*If less than 3 years, please give the previous address(es) with dates (DD/MM/YY)*

From

To

From

To

Address:

Address:

Postcode:

Postcode:

*(page 1 of 3)*

## 2. Experience & Skills

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

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

Do you suffer, or have you suffered any illness which may directly affect your work with children or young people? *(Please tick)*

Yes

No

If yes, please give details:

## 3. Criminal Records Declaration

Because of the nature of the duties this role and 'post-holder' would be expected to undertake, the successful candidate will be required either to make a full declaration of their past criminal record or will be asked to co-operate in obtaining a Disclosure from the Disclosure and Barring Service (DBS).

We do not wish to prevent all people with past criminal convictions from working with children and young people in the church. Only relevant convictions will be taken into account – that is, convictions that suggest that a person might be a risk to children's or young people's safety.

Do you agree to make a full declaration of your criminal record and to obtain a DBS check?  
*(please tick)*

Yes

No

*Please note that this information will be treated in the strictest confidence.*

*(page 2 of 3)*

#### 4. References

Please give the names, addresses and phone numbers, and role or relationship of two people who know you well, 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.

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.

1. Name:

Address:

Postcode:

Connection with you:

2. Name:

Address:

Postcode:

Connection with you:

#### 5. Declaration

Have you ever had any concerns expressed to you about your conduct with children and young people? *(please tick)*

No

Yes *(if yes, please give details)*

Have you ever had a position of work with children and young people declined?

No

Yes *(if yes, please give details)*

Have you ever been involved with police or social services in regard to children, either in this country or abroad?

No

Yes *(if yes, please give details)*

I confirm that the submitted information is correct and complete.

Yes

No

**Full Name (please print):**

**Signed:**

**Date:**

*(page 3 of 3)*

## Volunteer Agreement

**Name of Volunteer:**

**Name of Group/Team:**

**Age Range:**

**Team Leader (i.e. the person to whom your responsible) and who will provide your primary support:**

**Usual range of work/tasks to be undertaken:**

You will be required to help nurture young people spiritually through personal example, guidance, appropriate teaching and correction.

*(please tick as appropriate)*

- Some planning will be required which will take a minimum of approximately [ ] hour/s per session.
- You would also be expected to attend one regular leaders' meeting each term and other occasional meetings as called.
- You will be required to work on Sunday mornings with the approximate time commitment being 2 1/4 hours. The usual timings of Junior Church, allowing for preparation and clearing up are approximately 10.15am to 12.30pm.
- You may be asked to assist at other additional ad hoc events and meetings.
- You will be required to attend Safeguarding Training and have a working understanding of the church's Safeguarding Policy.

You are part of 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 the Church, we undertake to support you and your work, by prayer, by our interest, and by providing resources and training. We want to help you give the best possible service to your group, therefore your Team Leader is available on an informal basis and will meet with you to help you reflect on your ministry, and, if you wish to continue, will discuss your training and development as appropriate.

All appointments are made for a probationary period of six months.

Working with children and young people is a responsibility, but it also brings great rewards.

We hope you will enjoy your work.

**Signed :** **Date:**  
**(Minister, Children's Ministry Leader, Youth Ministry Leader)**

**To Be Completed By the Worker with Children/Young People**

- I confirm that I have read relevant portions of the church's Safeguarding Policy.
- I understand that it is my duty to protect the children and young people with whom I come into contact.
- I agree to abide by the policies and procedures described in the Safeguarding Policy
- I understand the nature of the work I am to do.
- I agree to make every reasonable effort to attend both Safeguarding training and other appropriate training events.

**Signed :** **Date:**

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