

Harston Baptist Church

Safeguarding Children & Young People Policy and Procedures

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Final

Harston Baptist Church
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Policy Statement

Safeguarding Children and Young People in Harston Baptist Church

The vision of Harston Baptist Church ("the church") is as follows:

A family of believers of all ages and nationalities who prayerfully seek to glorify God by:

- Praising him and responding to his word (upward)
- Loving each other, building up one another in our faith and exercising our gifts (inward)
- Participating in God's mission locally and globally (outward)

In fulfilling this vision the church:

- has a programme of activities with children and young people
- welcomes children and young people into the life of our community
- makes our premises available to organisations working with children and young people

The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As members of the church we commit ourselves to the nurturing, protection and safeguarding of all children and young people associated with the church and will pray for them regularly.

In pursuit of this we commit ourselves to the following policies and to the development of procedures to ensure their implementation.

Prevention and reporting of abuse

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse and neglect of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safe recruitment, support and supervision of workers

The church 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.

Respecting children and young people

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

Safe working practices

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.

A safe community

The church is committed to the prevention of bullying of children and young people whilst in our care. The church 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.

Responsible people

The church has appointed Christine Spreadbury as the Safeguarding Deacon to:

- oversee and monitor implementation of the policy and procedures on behalf of the church's deacons

The church has appointed Christine Spreadbury as the Designated Person for Safeguarding to:

- advise the church on any matters related to the safeguarding of children and young people
- take the appropriate action when abuse is disclosed, discovered or suspected.

Policy and procedures

A copy of the policy statement will be displayed permanently on the notice board in the Hall.

Each worker with children and young people, whether paid or voluntary, will be given a full copy of the policy and procedures and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child or young person from the church or any other person associated with the church.

The policy and procedures will be monitored and reviewed at least annually.

The policy statement will be read annually at the church meeting in January together with a report on the outcome of the annual review.

Signed:(Chair of meeting)

Position:

Date:

Responsibilities

The Safeguarding Children and Young People Policy must be adopted and owned by the whole church. The policy statement itself should be discussed and formally adopted by the Church Meeting. This is important because safeguarding is everyone's responsibility in the life of the church. However, for the policy to be effective, particular responsibilities have to be assigned to named people. If everyone has responsibility for everything there is a danger that no-one will take responsibility for anything.

Deacons

The deacons of the church are ultimately responsible for ensuring that the policy is implemented and resourced in the church. It is the deacons who have a duty of care to the children and young people who are involved in the life of the church. Should there be an incident that gives rise to an investigation in the life of the church, it will be the deacons who will be deemed to be responsible for the outworking of the church's policy and procedures. It will also be the deacons who will be held responsible for any legal obligations that arise under the revised Vetting and Barring Scheme.

Therefore all deacons should be fully conversant with the church's Safeguarding Children and Young People Policy. The deacons should:

- have a mechanism for monitoring or reviewing the policy
- give support to those who are working with children and young people
- ensure that the training needs of workers are met
- make appropriate budget provisions for children's and young people's work, including budget provision for the training of workers
- find ways of communicating the policy to all within the church.

Much of the work involved in implementing the policy can certainly be delegated to others within the church. The deacons can delegate the power to put in place the policy and procedures. However, deacons are not in a position to delegate their responsibility. The ultimate responsibility for the church's safeguarding policy will always remain with the deacons.

Safeguarding Deacon

In order to help the deacons meet their responsibilities and keep safeguarding on their agenda it is good practice to appoint one of the deacons to take a lead on safeguarding matters. It is not necessary for this person to have expertise in the area of safeguarding, only an understanding of the church's policy and procedures and a readiness to oversee this area of the church's life on behalf of the deacons.

Safeguarding Co-ordinator

The responsibilities of the Safeguarding Co-ordinator are:

- to ensure on behalf of the deacons that there is a proper process in place to write and update the safeguarding policy and procedures
- to monitor the implementation of the policy and procedures on behalf of the deacons
- to ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the deacons
- to receive reports from the Designated Person for Safeguarding (see below) regarding any safeguarding incidents in the life of the church and to be responsible for keeping the deacons informed as appropriate.
- to co-ordinate the applications for DBS Disclosures

Designated Person for Safeguarding

The church meeting needs to appoint a Designated Person for Safeguarding. This is the person who will take a key role in helping the church to respond appropriately to any concerns that are raised about the safety or well-being of children and young people. This should, as far as possible, be someone with relevant knowledge and skills for the role, or someone who is willing to develop such skills. The role does not need to be filled by someone with professional experience in safeguarding, but the person who takes it on does need to give time to understanding the principles of safeguarding.

The Designated Person may be the same as the Safeguarding Deacon, although very often will not be. The Designated Person does not need to be a member of the church. Indeed it would be possible for the Designated Person to be a member of another church.

It is possible for the Designated Person to have other responsibilities in the church's work with children and young people, although when this is the case procedures will need to be agreed in the event that there is any suspicion or allegation concerning the conduct of the Designated Person.

The Designated Person can work as part of a team, but one person should take the lead in the team and be the named person for the role.

The Designated Person's role is to:

- receive and record information from anyone who has safeguarding concerns
- assess the information promptly and carefully, clarifying or obtaining more information when they need to
- consult with outside bodies where appropriate to discuss concerns
 - for example a Regional Minister, the Local Authority Designated Officer, Social Services or the police child abuse investigation team
- make a formal referral to Social Services or the police if appropriate or as advised
- inform both the Safeguarding Deacon and the minister of any referral
- make referrals as appropriate to the Independent Safeguarding Authority
- be the link between the church and the local Baptist Association for safeguarding matters.

More details about the role of the Designated Person in responding to concerns about the welfare of children or the behaviour of adults, can be found on page 9.

The Minister

As a member of the diaconate of the church, the minister shares with all of the deacons the general responsibility for the adoption and implementation of the church's safeguarding policy. The minister will often need to be proactive in ensuring that the church takes seriously its responsibilities in this regard and in helping the church to see this as part of the church's gospel responsibilities.

In addition to the responsibilities that the minister shares with all of the deacons, the minister will have particular pastoral responsibilities. Because of these responsibilities the minister should:

- be made aware of any safeguarding and child protection issues within the church
- take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation. In these circumstances the minister's responsibility is to offer pastoral leadership to the whole church community. It may not be appropriate for the minister to offer pastoral care directly to those involved, but to ensure that the pastoral needs of all are being met. It is important for the minister to recognise that:
 - it is not possible or appropriate for one person to offer pastoral care to both an alleged victim and an alleged perpetrator of abuse
 - church communities can too easily become polarised in these situations and it is important for the minister to be able to take a role that seeks to hold the church together.

Wherever possible the minister should not be the Designated Person for Safeguarding. If the minister is the person in the church responsible for making referrals to the statutory authorities when safeguarding concerns arise, the minister's capacity to offer pastoral leadership that holds the church community together may be compromised.

While it would be possible (and on occasions may be necessary) for the minister to take on the role of Safeguarding Deacon, wherever possible we would encourage churches to identify another member of the diaconate to take on this responsibility.

Workers with children and young people

All of those who work with children (without exception) should take personal responsibility for implementing the policy. They should each:

- know and implement the guidelines for good practice
- follow the agreed code of behaviour when working with children and young people
- be aware of ways in which children and young people are harmed and possible signs of abuse
- know what to do if a child or young person discloses abuse
- know what to do if an allegation is made about a fellow worker
- know who to speak to if they have any suspicions or concerns.

Leaders of children's and young people's groups

All leaders of groups will need to know all of the above. They will also need to know:

- how to go about appointing new staff/volunteers, including DBS disclosure checks
- the principles of good supervision
- what to do if one of their workers shares with them a concern about a child or young person
- how to contact the Designated Person
- how to access pastoral support for workers.

All attendees (church members or non church members)

All church attendees have a part to play. It is the responsibility of all within the church community to ensure there is a welcome for children and young people and an intolerance of all that brings them harm. All attendees should be alert to situations where children may be vulnerable. All should know who to speak to if they suspect that a child or young person is being harmed.

Prevention and reporting of abuse and responding to concerns

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and young people and the duty of all to respond to concerns about the well-being of children and young people and to report any child abuse disclosed, discovered or suspected. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Definitions of Abuse

Physical Abuse

Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Emotional Abuse

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.

Spiritual Abuse

Linked with emotional abuse, spiritual abuse could be defined as an abuse of power, often done in the name of God or religion, which involves manipulating or coercing some-one into thinking, saying or doing things without respecting their right to choose for themselves. Some indicators of spiritual abuse might be a leader who is intimidating and imposes his/her will on other people, perhaps threatening dire consequences or the wrath of God if disobeyed. He or she may say that God has revealed certain things to them and so they know what is right. Those under their leadership are fearful to challenge or disagree, believing they will lose the leader's (or more seriously God's) acceptance and approval.

Sexual Abuse

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 no-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.

Neglect

Where adults fail to care for children and protect them from danger, seriously impairing health and development.

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 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
- signs of neglect, such as under-nourished, untreated illnesses, inadequate care.

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

Responding to Concerns

Every-one has his or her part to play in ensuring the safeguarding of children within the church. When a child expresses a concern . . . **Listen, listen, listen.**

DO	Don't
Listen carefully	Minimise what is said
Give support	Show shock, alarm or disapproval
Explain what happens next	Question or push for information
Take action	Offer false reassurance

If any concerns arise regarding the safeguarding of children or young people:

- Do not dismiss your concerns
 - in particular do not ignore or dismiss concerns about a professional or a colleague
- Do not confront the adult about whose behaviour you have concerns
- Do not take responsibility for deciding whether or not child abuse is actually taking place
- Do not investigate allegations
- Do not act alone
- Do not take sole responsibility for what has been shared or any concerns you may have (always work through the church's procedures)
- Do follow the church's procedures for responding to concerns.

Stage 1

A worker has a concern about the welfare of a child/young person or the behaviour of an adult

The person who has the concern has a duty to

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form (Appendix 2) and the concern should be reported to the Designated Person within 24 hours.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

Stage 2

The Designated Person receives the report of concern

The Designated Person has a duty to

REVIEW AND REFER

The report will be reviewed by the Designated Person with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. Any formal referral to Social Care Team should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Care Team without delay.

Stage 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Deacon and the Minister may have a duty to

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the local Association, the Independent Safeguarding Authority or the Charity Commission.

STAGE 1 – RECORD AND REPORT

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person. The report to the Designated Person should be made within 24 hours of the concern being raised.

The duty to RECORD

As soon as possible after a child or young person tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made. The record should:

- be made as soon as possible after the event
- be legible and state the facts accurately (if hand-written notes are typed up later the original hand-written notes should be retained)
- include the child's full 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 and the demeanour of the child
- include an exact record of what the child has said using the child's words
- include what was said by the person to whom the concerns were reported including any questions asked
- 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 Designated Person*
 - *the church minister as far as this is consistent with the welfare of the child/young person concerned and possible pastoral responsibilities to any others involved*
 - *representatives of the professional agencies.*

A template of an incident report form can be found in the Appendix.

The duty to REPORT

If anyone has a concern about the welfare of a child, that concern should be reported to the Designated Person without delay (within 24 hours). The report can be made in the first instance either in a face-to-face conversation or by telephone, but should always be followed up by submitting a written incident report.

If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services. If such a report is made without reference to the Designated Person (because it was not possible to contact the Designated Person immediately), the Designated Person should be informed as soon as possible after the report has been made.

It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person. 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 report the concern to the Designated Person.

STAGE 2 – REVIEW AND REFER

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people. If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services.

The duty to REVIEW

In reviewing the report that is received the Designated Person:

- should take account of his/her own experience and expertise in assessing risk to children and young people
 - *a person who works professionally in safeguarding children and young people will be more competent in making balanced judgments about reports*
 - *a person without professional expertise will need to take more advice from others with expertise in reviewing reports*
- must take account of other reports that may have been received concerning the same child, family or adult
- may speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision that will be made
- such conversations should not lead to undue delay in taking any necessary action and should be fully recorded
- may consult with their Regional Minister in order to seek guidance from their Association (see Contact details).
- may seek advice from the local Social Services department or police in knowing how to respond appropriately to the concerns that have been raised.

- Social Services will be willing to discuss a case with the Designated Person without the need to divulge names or identities in order to offer guidance to the local church, however without sharing names or identities, information about that child or family vital to the decision making process may not be considered. If the advice of Social Services or the police is to make a formal referral, this advice should be followed.

The duty to REFER

In reviewing the reported concern the Designated Person must decide to whom the report should be referred. The Designated Person may:

- refer back to the worker who made the initial report if there is little evidence that a child or young person is being harmed, asking for appropriate continued observation
- refer the concern to others who work with the child/children in question asking for continued observation
- speak directly to the adult about whom the concern has been raised
- This may be the parent/carer of the child or it may be one of the children or young people's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person should never address the adult directly but should refer their concerns to the police or Social Services. In these circumstances, to take the concern to the alleged perpetrator may place the child or young person at more risk, or could make any statutory investigation difficult to pursue because the child or young person may be intimidated.
- make a formal referral to the local Social Services Department.
- The Designated Person should keep a written record of all actions taken in reviewing and referring a concern. A template of an incident report form that can be used by a Designated Person can be found in the Appendix.

All original reports should be retained safely and securely by the Designated Person.

STAGE 3 – REPORT AND SUPPORT

Responsibilities in stage 3 of the process are shared by the Designated Person, the Safeguarding Deacon and the Minister.

The duty to REPORT

Whenever a formal referral is made to Social Services or the police the Designated Person should

- report the referral to the Safeguarding Deacon
- report the referral to the Minister
- report the referral to the Regional Minister of the local Association.

In certain circumstances the Safeguarding Deacon acting on behalf of the deacons may also need to make further reports.

If an allegation is made against someone who works with children or young people the allegation should be reported to the Local Authority Designated Officer (LADO). The LADO is located within Social Services and should be alerted to all cases in which it is alleged that a person who works with children or young people has:

- behaved in a way that has harmed, or may have harmed, a child or young person
- possibly committed a criminal offence against a child or young person, or related to a child or young person
- behaved towards a child or young person in a way that indicates they are unsuitable to work with children or young people.

If a worker has been removed from their post or would have been removed from their post (had they not resigned or left the church) because of the risk of harm that they pose to children and young people there is a statutory duty to report the incident to the Independent Safeguarding Authority. Referral forms are available from the ISA website: www.isa-gov.org

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

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy.

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. Even when formal referrals to the statutory authorities are not made, those who make reports will feel uncertain and vulnerable and support will need to be offered to them.

Child/Young Person

For the child/young person concerned, Social Services and other agencies may provide support and services. However, the church will have a role to play in complementing this support. The Designated Person should seek to work in partnership

with other agencies, clarifying with them how best the church may be able to support the child/young person and to ensure that consistent help and support is being offered.

Other Family Members

The church may similarly be in a position to offer pastoral and practical support to family members who may find they are trying to cope with a variety of feelings.

Church Worker/Volunteer

Support and counselling should also be offered to those within the church who are involved in the incident. This could be the person who the child or young person shared their concerns with and the Designated Person. Consideration should be given within churches to ensure that no one person is responsible for dealing with safeguarding issues without the support of others.

Ministers/ Deacons

Ministers and deacons should know to whom they would turn for support, advice and help when facing the pastoral demands of addressing a safeguarding issue. The local Baptist Association may be particularly helpful in this regard, which is why we recommend that whenever a referral is made to the police or Social Services that a Regional Minister should be informed.

Safe recruitment, support and supervision of workers

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

Guidelines for the Appointment of Children's Leaders and Helpers

The Church will ensure that the following selection procedures have been followed:

- A written role description for each post
- All volunteers (both current and new) should complete an application form
- Prospective volunteers to be interviewed
- Two references will be taken up (at least one should be from outside of the church)
- DBS disclosure will be applied for
- The worker will be appointed for a probationary period of 6 months after which a second interview will take place.
- The volunteer should sign an undertaking to work within the agreed safeguarding policy and procedures
- Induction into the relevant procedures and ways of working will be undertaken (to include safeguarding training)

Administration of this process will be overseen by the Designated Person, but may be carried out by others.

Until this procedure is completed workers must be supervised.

All leaders and helpers should have a calling to work with children, which should, in turn, be recognised by the Church Leadership Team and have the agreement of existing children's leaders and helpers.

The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be part of a worship service or life group regularly.

All leaders and helpers should set a good example for Christ in their personal lifestyle.

Meetings for leaders and helpers will be held approximately once per term, for support and planning.

However, anyone may raise any concerns or suggestions regarding the ministry amongst children with any of the Safeguarding Team or Leadership Team at any time.

Young leaders under 18 years of age

In law young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience. The following should be taken into consideration:

- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.
- When considering ratios of staff to children the young leader needs to be counted as a child, not a leader.
- The Safeguarding Policy & Procedures applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age
- If the young leader accompanies a group on a residential activity ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- Young Leaders should not be given leadership responsibility for a group immediately below their own age, it is advised to have a gap of at least two years.

Safe behaviour: a code of behaviour for workers

The church will adopt a code of behaviour for all who are appointed to work with children and young people so that all children and young people are shown the respect that is due to them as well as ensure quality childcare, protect children from possible abuse and workers from false accusation.

All workers should:

- Treat all children and young people with respect and dignity
- Use age appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child or young person
- Listen well to children and young people. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said
- Do not engage in any of the following:
 - *invading the privacy of children or young people when they are using the toilet or showering*
 - *rough games involving physical contact between a leader and a child or young person*
 - *sexually provocative games*
 - *making sexually suggestive comments about or to a child or young person, even in 'fun'*
 - *scapegoating, belittling, ridiculing, or rejecting a child or young person.*
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person.)
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- Do not respond to or encourage excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should not normally plan to be alone with children and young people

Guidelines for being alone with children and 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 or the Safeguarding Deacon
- Make a written report of the situation immediately afterwards and give a copy to the Designated Person for Safeguarding and the Safeguarding Deacon. (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.) (Incident Report Form Appendix form 2)

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.

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

Electronic Communications

Electronic communication has become enormously important and popular over the past ten years. It is an easy way to communicate with young people in particular.

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

- electronic communication is often 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.

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 by both the parent(s) and young person/child.
- 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 8.00 am and 10.00 pm
- 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 from between mobile phones)
- the use of the phone camera should comply with the church's policy on photos/videos (further information on photography on Page 15)
- workers should not retain images of children and young people on their mobile phone.

Instant Messaging Services (IMS)

- the use of instant messenger services should be kept to a minimum
- where a child or 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 when they communicated and who was involved*
- 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 should consider having a site that is used solely for youth work communications which is totally separate from their own personal site

- if youth leaders are going to use their own personal site they should ensure that all of its content is appropriate for young people to see
- 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
- workers should ensure that all communications are transparent and open to scrutiny
- copies of communications should be retained and where possible other workers should be copied in on communication.

Safe practice and safe premises

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.

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 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 organisation and activities the child or young person is involved in and the safeguarding policy of the church.

When offering transport to children and young people

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.

Some practices can be adopted to mitigate the risks involved:

- although it can sometimes be impractical, whenever possible two adults should be present in a car with children and young people
- parents should give permission for their child to be given transport and should be informed at what time to expect their child home
- where possible workers should avoid giving regular lifts to children or young people on their own to and from church activities
- 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 or young person should be asked to sit in the back seat of the car
- workers should not spend unnecessary time alone in a vehicle with a child or young person - long conversations in the car outside church premises or home, or unnecessary diversions should be avoided
- workers should avoid being alone in a car with a child or young person who is particularly vulnerable; for example, a child with a crush on a leader, or a child whose behaviour is difficult to manage.

Photography

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. 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.

The following guidelines are advisable:

- Signed consent should be obtained from parents/carers for photographs to be taken at church activities. The consent form should clarify where those photographs are likely to be used (display board, website, press etc).
- 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.
- Photographic material should be stored safely in a place that has been agreed and minuted by the deacons.
- Leaders should not store images of children and young people on their mobile phones.
- Copies of photographs must not be distributed to other individuals without the permission of a parent/carer. This includes digital images.

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 your groups and activities. If any special factors emerge within your risk assessment you should increase the recommended ratio in order to ensure the safety of the children and young people.

Remember that in calculating the ratios of workers to children you should not include young leaders who are under the age of 18 among your number of adult 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?*
 - *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 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 on Page 15

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 keep the ratio within manageable limits?

Any decision to run a group with staff ratios that are below the recommended level should be taken by the deacons of the church. The decision should be recorded in their minutes together with

- the reasons why they believe that this decision is justified
- any measures that have been taken to minimise the risks to children and young people.

In no circumstances should the deacons plan to continue running a group where only one adult will be present with children and young people.

Outings and overnight events

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

- A specific risk assessment should be carried out, including an assessment of the appropriate ratio of adults to children.
- Parents should be informed in writing of the arrangements.
- 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. In addition 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.

- 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.
- Ensure that parents/carers have returned a health form stating any special dietary requirements and current medication, and also giving the name and telephone number of the child's doctor and consent for emergency medical treatment.
- Consideration should be given to having a meeting with parents/carers prior to the event

Sleeping arrangements

- 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
- Come to a measured judgement based on the circumstances of the group you are taking away as to whether it is wise for adults to share sleeping accommodation with children or young people. This will depend on the ages of the children, their need of support, the likelihood of older children bullying younger children, and the nature of the venue. If adults share sleeping accommodation with children and young people, children and young people should always be able to dress and undress separately from adults. An adult should never sleep alone in a room with children or young people.

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
- 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.
- 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 correct 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.

Before and after church services

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. Even churches that do not serve drinks after worship will find that members remain to chat. 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.

It should be clear when workers take responsibility for children and young people and when they hand responsibility back to parents. It is not good practice to allow children under the age of 8 to leave their group or class unaccompanied. Churches with larger groups should have a system in place so that they know that each child has gone with the correct adult. 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.

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.

The church should be aware of any particular hazards to children and young people during these periods:

- 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?
- Is there a canal or riverbank near to the church that poses a potential hazard?
- Are there any areas of the church building that should be out of bounds for children and young people or where children and young people should be closely supervised?
- The kitchen should normally be out of bounds to children and young people.
- Does the church have an open baptistery?
- 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 your church has a known offender attending it is important that the conditions of the offender's contract are fully enforced and adhered to.
- At the end of the service, two people should carefully check that the church building is empty and that all children and young people have left the church premises before the building is locked.

Safe Community

The church is committed to the prevention of bullying of children and young people whilst in our care. The church 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.

Prevention of Bullying

Bullying is another way in which children (or adults) abuse other children, and it can be verbal or physical. Bullying includes teasing, making unkind comments about a child, demanding money, "ganging up" on a child or physically assaulting a child. You might see evidence of torn clothes, bruising, burns, or scratches. A child might be afraid to attend school or other activities if they think the bully will be present.

The effect of bullying on the victim can be profound, both emotionally and physically.

Bullying can take many forms including:

- Name-calling, taunting, teasing, mocking
- Kicking, hitting, pushing, intimidating
- Unwanted physical contact of a sexual nature or sexually abusive comments
- Taking belongings
- Inappropriate text-messaging and emailing
- Sending offensive or degrading images by phone or over the internet
- Gossiping, spreading hurtful and untruthful rumours
- Excluding people from groups
- 'Unofficial' activities such as initiation ceremonies or practical jokes which may cause physical or emotional harm.

Bullies will often pick on a particular feature of a person's appearance or character as a supposed 'reason' for bullying:

- Racial difference; disability; sexuality; hair colour; gender

Bullies can be:

- Children or young people bullying others in their peer group, or other children and young people either older or younger
- Adults bullying children and young people
- Children and young people bullying adults.

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many children and young people affected by bullying believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive.

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

- Withdrawal; lack of desire to join activities with certain individuals; drop in school marks; torn clothing; loss of friends; avoidance of church groups and other activities; bruises; need for extra money or supplies.

In order to prevent bullying the following procedures will be adopted:

- The children and young people themselves will be involved in agreeing a code of behaviour which makes it clear that bullying is unacceptable
- Children and young people should know how they can report any incidents of bullying
- All allegations of bullying will be treated seriously
- Details will be checked carefully before action is taken
- The bullying behaviour will be investigated and bullying will be stopped as quickly as possible
- The parents of the bully and of the bullied will be informed
- An attempt will be made to help bullies change their behaviour
- All allegations and incidents of bullying will be recorded, together with actions that are taken.

Working with Offenders

When someone attending the Church is known to have abused children, the Pastor will supervise the individual concerned and offer pastoral care, but in its commitment to the protection of children, will set boundaries for that person which they shall be expected to keep.

When it is known that a person who has been convicted of sexually abusing children or young people is attending the 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 a series of

allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

If an offender is on the Sex Offenders' Register they will be monitored under guidelines known as the Multi-Agency Public Protection Arrangements (MAPPA). In the latest guidance there is provision to require a written contract to be in place if the offender wishes to attend a place of worship.

In determining the details of the contract:

- There will be a discussion about who should be informed of the nature of the offence and the details of the contract
 - *The rights of the offender to re-build their lives without everyone knowing the details of their past offence should be balanced against the need to protect children and young people*
 - *The Safeguarding Deacon, the Designated Person for Safeguarding and the Pastor should always be informed*
- The Designated Person or the Safeguarding Deacon should determine whether the person is subject to supervision or is on the Sex Offenders' Register
 - *if so, the Designated Person or the Safeguarding Deacon should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that the church should be aware of*
- The Designated Person or the Safeguarding Deacon should inform and take advice from the Regional Minister in the local Baptist Association.

An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour. The person should be required to sign the contract. The contract:

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present
- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

The contract should be monitored and enforced. Those who offend against children and young people can often be manipulative. If the contract is broken certain sanctions should be considered.

Appendix 1 - Contact details

The Pastor

Scott Paton

01223 870434

scott.kordula@gmail.com

Designated Person for Safeguarding

Christine Spreadbury

01223 870958

christine@spreadbury.eclipse.co.uk

Safeguarding Deacon

Christine Spreadbury

01223 870958

christine@spreadbury.eclipse.co.uk

Safeguarding Co-ordinator

Sue Harris

01223 843428 / 07512 156551

s.harris134@btinternet.com

Regional Minister (Eastern Baptist Association)

Richard Lewis

01842 754953

richard.lewis@easternbaptist.org.uk

Appendix 2 - Incident form

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

Name of worker:

Name of organisation:

Name of child: Date of Birth or Age:.....

Date & time of incident: Nature
of concern:

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

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

Who have you spoken to about your concerns?

Child: Yes No (Please tick)

Carer: Yes No (Please tick)

Organisation leader: Yes No (Please tick) Name

Other: Yes No (Please tick) Name

Social Services: Yes No (Please tick) Name

What feedback have you received?

.....

How have your concerns been followed up?

.....

Signature of Worker: Date and time

Signature of Designated Person Date and time

Appendix 3 - Consent form

Harston Baptist Church			
CONTACT DETAILS			
Name of Child		Date of Birth	
Home Address		Home Phone	
		Mobile Phone (Parent/Carer)	
		Other emergency contact number	
School		School Year	
Preferred email contact			
MEDICAL INFORMATION			
Please provide details of any:			
<ul style="list-style-type: none"> • Medical condition or disability • Allergies • Dietary needs • Special needs 			
CONSENT			
Do you consent to photos being taken of your child for local display or publicity?	Yes	No	
Do you consent to un-named photos being used on the Church website?	Yes	No	
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic	Yes	No	
I give permission for my child to take part in organised trips to activities off site and to travel with a driver deemed responsible according to child protection guidelines	Yes	No	
I give permission for recognised youth leaders to use electronic means of communication with my child (e.g. mobile phones, email, etc.)	Yes	No	
Parent / Carer to sign and print name			
Date			

