



## Eastwood Baptist Church

Rayleigh Road, Eastwood, Leigh-On-Sea, Essex SS9 5PY

# Safeguarding Policies and Guidelines





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### Safeguarding Policy Statement

Policy statement on safeguarding children, young people and adults at risk  
within the wider church

This policy statement is also reviewed and evaluated annually by the minister, officers and deacons with the assistance of those with safeguarding responsibilities. It will be presented each year to the church Annual General Meeting.

1. As members of this church, we commit ourselves to nurturing, protection and safe keeping of all, especially children, young people and adults at risk. We recognise that Safeguarding is the responsibility of the whole church.
2. It is the responsibility of each of us to prevent the physical, emotional, sexual, financial and spiritual abuse of all, especially children, young people and adults at risk and to report any such abuse that we discover or suspect.
3. We are dedicated in the pastoral care and support of those who have experienced abuse.
4. We undertake to exercise proper care in the appointment and selection of those who will work with all, especially children, young people and adults at risk.
5. The church is committed to supporting, resourcing and training those who undertake this work. Therefore, those listed below need to attend a BUGB Safeguarding course once every three years and the annual 'in-house' training...
  - Trustees of Eastwood Baptist Church
  - Anyone on the Children's & Youth Team
  - Anyone whose ministry involves adults who could be at risk
6. The church adopts its guidelines based upon current Baptist Union of Great Britain safeguarding documents.
7. Each person who works with children, young people and/or adults at risk will agree to abide by these recommendations and the guidelines established by this church.
8. As part of our commitment to children and young people, the church has appointed three advocates as listed below. Their role will be regularly explained to children, leaders and parents and their names, addresses and phone numbers publicly displayed.

**Minister:** Rev Martin Wright

**Trustee for Safeguarding; Church Secretary:** Val Statt

**Designated Person for Safeguarding:** Rosie Midson

Date :

## Table of Contents:

<b>Rationale</b>	
What is Safeguarding?	Page 4
The Theology of Safeguarding	
Who needs Safeguarding	
<b>Code of Behaviour</b>	Page 5
<b>Guidelines for Safe Practice</b>	Page 7
Parental Consent	Page 8
Health and Safety	Page 9
Risk Assessment	Page10
Ratios	Page13
Transporting Children	Page15
Outings and Overnight Events	Page16
Electronic Communication	Page19
The All-Age Community	Page 21
Other [external] Groups	Page 22
When a known offender is present	Page 23
<b>Setting our Responsibilities</b>	Page 25
<b>Safe Recruitment</b>	Page28
<b>Appendices 1-9</b>	Index to appendices page 30



## Safeguarding at EBC-Rationale

### What is Safeguarding?

Safeguarding is the protection of adults and children from harm, abuse or neglect.

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

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

### The Theology of Safeguarding

Each and every person is fearfully and wonderfully made, knitted together in their mother's womb, and loved by God who knows everything about them (Psalm 139). All are precious and have worth to God. Therefore the church should strive to be a place of welcome, inclusion and care for all – no matter their age, abilities, health or history.

Jesus tells us that we are each called to love others and to treat them with the respect, dignity and love that we would want to receive ourselves (Matthew 22: 39). Therefore the church should always aim to be a place of care, compassion and love – no matter how undignified someone may appear.

There are many examples of Jesus bringing healing and comfort to people in pain and discomfort, those isolated and alone. At the sight of people in distress he is filled with compassion (Mark 1:41). Therefore the church should strive to be a place of healing, comfort and hope – no matter what the cause of suffering and sorrow.

Jesus was not afraid of challenging injustice and inequality, nor of confronting ignorance and arrogance. He sought out and spent time with marginalised people and he spoke passionately for those who had no voice (Matthew 23). Therefore the church should strive to be a place of righteousness, advocacy and justice, speaking up for people who are oppressed and abused – no matter how costly that may be.

Safeguarding is the protection of adults and children from harm, abuse or neglect. If we believe that all people are precious in the eyes of God, their creator; if we believe

that as Christians we should follow the example of Jesus in his compassion and care for others; if we believe that the church should be a sanctuary of safety and peace; and if we believe that we as Christians should speak out against injustice, then safeguarding should be an automatic part of our church communities – as we strive to protect all people from harm, abuse or neglect and to love, care and support all who have been affected by such damaging behaviour.

**“By this everyone will know that you are my disciples,  
if you love one another.”  
(John 13:35 (NIV))**

## **Who needs safeguarding?**

- Any child or young person under 18 including those who are not yet born
- Any ‘Adult at Risk’

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

There is no standard single definition for an adult at risk, so for our policy we are using the following simple definition taken from CCPAS (Churches’ Child Protection Advisory Service):

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

Some adults might be more at risk than others, and there are some times in life where risks may increase. Some of these circumstances may include:

- Learning, sensory or physical disability
- Old age and frailty (especially if it creates a dependency on or needing help from others)
- Mental health problems
- Dementia or confusion
- Illness
- Addiction or dependence on alcohol, drugs or medication
- Bereavement
- Past abuse or trauma
- English is not their first language

## **Code of Behaviour:**

### **The church should ensure that:**

- As far as possible a worker is not alone with a child or adult at risk where their activity cannot be seen. On church premises, this may mean leaving doors open, or two groups working in the same room.

- Access to the building is safe and well lit.
- The worker is aware of the church's Health and Safety Policy including how to report incidents and concerns, where the First Aid equipment is kept and what procedures should be followed in the event of a fire.
- Each worker will be reminded of these Guidelines on an annual basis. This will be minuted at the church meeting where Safeguarding awareness is raised for the whole membership
- Each worker attends a 'Safe to Grow' level 2 training course as soon as possible upon starting a Children's or Youth Work Role and again every three years.

### **The worker should:**

- Treat all children, young people and adults at risk with respect and dignity befitting their age; watch language, tone of voice and where they put their body.
- Not invade the privacy of a child/young person when toileting; children may need help when toileting but help within the cubical must be approved by the parents/carers. Another adult must also know that this is happening and be within the vicinity if this takes place.
- Not play rough, overly physical or sexually provocative games.
- Not give excessive attention to any one child.
- Know when a child needs comfort or support and show this appropriately. If a child needs a hug then the parents must be informed of this and also a child should never be hugged in a room alone.
- Ensure that if a child is being driven home they sit in the rear of the car and that the worker has written permission. Another adult present would be preferable.
- Not stay in a room with the children/youth on their own on a sleep over.
- Never give food/sweets/flavoured drinks to a child or young person without the leader of the group's permission, due to allergy awareness and other information that they may be aware of as a leader.
- Know where the contact information for the groups are held in case of an emergency.
- Wherever possible not raise their voice and use other forms of communication to get the children's attention. (Clapping, copying games etc.) This is in line with department for education guidelines and play-worker good practice.

There are times when a voice needs to be raised, but this should be kept to a minimum and a definite need to do basis.

- Always ensure that all workers are working from the same page and that no one is working in a way unbecoming.
- Never be in a position where they find themselves alone with a child.

## Guidelines for Safe Practice

### based on Baptist Union Safeguarding documentation

Eastwood Baptist 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.

This guidance covers the following topics:-

- Parental Consent
- Health and Safety
- Risk Assessment
- Ratios
- Transporting Children
- Outings and Overnight Events
- Electronic communication
- The All Age Community (Advice about children and church on Sundays and at other church events)
- Other Groups That Use Church Premises (Guidance about other groups that use the Church premises)
- When a Known Offender is present in Church

### 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

- All children and young people should be registered and parents/carers should be asked for the necessary full details of their child: see Appendices for example consent formats

In addition consent should be explicitly obtained for the following:

- emergency medical treatment
- travel arrangements when transport is being organised
- taking the child or young person off the church premises for occasional activities (where appropriate)
- special consent for any overnight event or activity
- use of the child's photograph in church publicity material or on the church website
- electronic communication with the child/young person
- for children up to the age of 11, consent regarding who is entitled to collect the child from a group

Parents/carers should be given the following information:

- name and contact telephone number for the leader of the group/activity attended by the child or young person
- outline details of the group/activity the child or young person is attending, including the starting time and the time the event ends, together with expectations as to whether children or young people should be collected or whether they make their own arrangements to go home
- that the church has a Safeguarding Children Policy and that in the event of the parent/carer having any concerns about the welfare of their child in relation to the church, they should contact the Designated Person for Safeguarding
- name and contact number of the Designated Person for Safeguarding

The details on the consent form should be 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 an emergency.

The individual Leader is responsible in each group for obtaining the parental consent organising how this should be stored. The information should be held in accordance with the church's Data Protection Policy-which includes both physical and electronic storage. In complying with data protection legislation, churches should ensure that the information they retain is accurate and that information is held only while the information is necessary and relevant. This means that churches should be careful about keeping their records of children and young people up-to-date:

- parents should be asked to complete the consent information 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 should be deleted annually

## Health and Safety

### 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.

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 churches are required to protect people as far as is 'reasonably practicable'.

All children both need and want to take risks in order to explore limits, venture into new experiences and develop their capacities, from a very young age and from their earliest play experiences. We need to develop a sensible culture of safety 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.

A desire to safeguard children, young people and adults at risk from harm will mean that we need to be safety conscious. This will begin with the buildings in which the activities take place.

**Church Health and Safety policy.** The church's Safeguarding Children Policy and procedures refer to the Health and Safety policy. The Designated Person for Safeguarding works in partnership with the church's named Health and Safety

Officer to ensure that the policy is implemented with children in mind. This includes consideration of the following points:

<b>Furniture</b>	In a safe condition, child sized where appropriate.
<b>Equipment</b>	Potentially hazardous tools, cleaning fluids etc. stored in a safe place
<b>Electrical Lighting</b>	There are regular checks on all electrical equipment. The building is well-lit internally and externally especially around entrance points.
<b>Security</b>	In order for a child, young person or vulnerable adult not to leave the building during an activity without being noticed door stewards are allocated for all church activities This also prevents any stranger getting into the building during a children's or young person's activity without being noticed.
<b>First Aid</b>	The first aid boxes are checked regularly. There are usually people who are trained in first aid on site. An accident book is kept in the kitchen for record purposes
<b>Fire Equipment</b>	There is suitable fire fighting equipment over the whole of the premises. A fire risk assessment is carried out annually Fire equipment safety checks are carried out by a qualified contractor and a Safety Certificate issued. Drills are carried out annually by all organisations who use the building and a record of Fire Drill kept. All of the leaders and helpers know how to respond to a fire alarm

Under the church's Safeguarding Children Policy every worker is given clear information about the following:

- their individual responsibility to uphold the church's Health and Safety Policy
- how to report incidents and concerns under the church's Health and Safety Policy
- where the First Aid equipment is kept and how accidents should be reported
- what procedures should be followed in the event of a fire

## **Risk Assessment**

As well as assessing the premises for the risks that they may pose for children, all leaders of 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 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 (eg children, young people, youth leaders, parents)
- individuals - (eg 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.).

Within the training and induction programme organised by the church for its children's and youth workers, a module on risk assessment should be introduced for those who will have this responsibility. A common method of risk assessment should be agreed to be used by all church organisations

Example grids for carrying out a risk assessment are shown below:

<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  Accidents, bullying, etc.	Young people  Leaders/helpers  Parents	Ratio of staff to young people (see <i>Safe to Grow</i> )  All rooms that are being used to be adequately staffed  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  Leaders/helpers	First aid kit and first aider on premises  Think through games - are they suitable for the age profile of young people?	Re-assess risk  Is field clear of hazards?

		Access to phone	
Safety of premises	Young people Leaders/helpers 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 Leaders/helpers	Young people to stay out of kitchen unless adequately supervised	
Trips out		Separate risk assessment to be done	

Special risk assessments for specific activities should be created...

- whenever an activity may involve greater risk
- or if an activity takes place away from the normal venue

It is the responsibility of the group leader or coordinator for carrying out the risk assessment. Group leaders should keep completed risk assessments in the risk assessment folder.

## 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 multiple rooms are being used 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?

### **Recommended minimum ratios**

The following table represents recommended minimum ratios of adults to children. This is the starting point in calculating appropriate ratios for groups and activities. If any special factors emerge within the risk assessment it may be necessary to 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, young leaders who are under the age of 18 cannot be included among your number of adult workers.

<b>Age range</b>	<b>Recommended minimum ratio for INDOOR activities</b>	<b>Recommended minimum ratio for OUTDOOR activities</b>
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.

### 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 charity trustees 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 trustees plan to continue running a group where only one adult will be present with children and young people.

## **Transporting Children**

Please note that this section should be read in conjunction with the code of behaviour for transporting children and 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 he/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 church-run children's or young people's activity they should follow the procedures laid down 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 are transported in cars**

- Written permission from the parent/carer should be obtained.
- The driver should understand and agree to the church's code of behaviour when transporting children or young people.
- 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



Churches should not use people as drivers for children and young people when their criminal record shows a record of driving offences that suggests that the person may not be a safe driver.

### **When a mini-bus or coach is used to transport 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.

## **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 journeys in order to avoid 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.

### **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
- 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.
  - 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 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. The named organiser of the event will be responsible for this.
- 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.

## Electronic Communication

### Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but 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.

It is not appropriate to use these communication methods with primary school children, aged 11 years and younger.

## **Workers' Communication with Young People**

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social media and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

### **Email**

When email is used by workers to contact young people it is important to use clear and unambiguous language in order to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'love', 'luv' or 'xo'. When using email to provide information for a particular young person or a group of young people, for example details about an event, gathering or trip, there is no need to bcc or cc in another pastoral staff worker. However, if the email content is of a pastoral nature to either a particular young person or a group of young people another pastoral staff worker must be added as a bcc or cc into the email. This enables both accountability and protection for the worker and young people.

### **Social Media**

All personal social media accounts held by the worker should not be used to communicate with any young person. Workers are also asked not to have young people as their friends or contacts on any personal or private social media accounts. Communication with young people on social media should be done through groups, pages or public accounts. For example, a Whats App group, Facebook group or Instagram account can be created specifically for the youth group that more than one worker should be a part of.

### **Mobile Phones**

Particular diligence needs to be applied when using mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' or symbols such as 'xo'.

- Paid youth workers are issued with a mobile phone under a contract that provides itemised billing.

### **Taking Video and Photographs of Children**

Since the introduction of the Data Protection Act in 1998, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained from a parent/guardian/carer, via a consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- 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 event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people it is preferable to use pictures.
- Special attention is needed when dealing with children in care, photography of such children must be balanced against their need for confidentiality and their current circumstances. Permission may be required from their case worker.

### **The 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. Indeed one of the five core values of the Baptist family is that we believe that we are called to be inclusive communities, with a gospel welcome extended to all.

Where 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. While churches are in a position to exclude such people from holding positions of trust with children and young people, churches would want to do everything possible for those people still to find their rightful place within the community of the church.

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.

### **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 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.

Sunday School [Sunflower Group] leaders should ensure that the parents know when Sunday School has finished and that they have handed over responsibility of the children to their parents again.

### **Family or All-Age Services**

During all age services the parents (or designated adult) have responsibility for their children. Where a child attends without a parent, their usual Club or Sunday school leader should be responsible for them, and the parent informed of this.

However, even though it is clear that children and young people are in the care of their parents for a family service, the church should 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.

### **Social events open to the whole church family**

As with All Age services, the child is the responsibility of the parent/carer or an adult designated by the parent. It is advisable that the event is advertised appropriately as a FAMILY event and that children must be accompanied by an adult.

## 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.

At least 2 named people will have responsibility for the children and young people during any rehearsals or auditions, **additional to the individuals in charge of the production itself**. If a parent is in attendance, they have responsibility for their own child. The named persons will have been appointed under the church's Safeguarding procedures and subject to a DBS check. They are not only responsible for the safety of the children but also to ensure that any interactions or behaviours between children, young people and adults are appropriate.

## Other Groups That Use the Church Premises

Not all of the groups using the church are organised and run by church members and the building is often hired by others. For outside hirers who are using the church building and who work with children or young people, it is good practice to require them to have a safeguarding children policy and accompanying procedures in place, based on the Home Office recommendations 'Safe from Harm'.

A clause to covering this would be added to our official hiring agreement. As evidence of this we are entitled to request to see a copy of the safeguarding policy and procedures document. It is not the church's 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 children or young people were being placed at risk, the church should seriously consider terminating the rental agreement.

Some groups using church premises may need to be registered with OFSTED. If this is the case they will be asked to provide their OFSTED registration certificate.

'One-off' private hirers (for example, children's parties) would not be expected to have a safeguarding policy, but they will still need to show due care and attention.

## When a Known Offender is Present

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.

There is a 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 sexually abusing children or young people is attending your 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 should 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 Trustee, the Designated Person for Safeguarding and the Minister should always be informed
- the Designated Person or the Safeguarding Trustee should determine whether the person is subject to supervision or is on the Sex Offenders' Register
  - if so, the Designated Person or the Safeguarding Trustee 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 Trustee 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 will attend
- will specify that they will always sit apart from children
- 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.

- If the initial contract allows the person to attend the morning service where children and young people are present, a new contract might require them only to attend an evening service.
- If only a few people know of the person's conviction, more people might be told in order to protect children and young people. In doing this a balance has to be made between protecting the civil liberties of the offender, the requirements of the Data Protection Act and the protection of children and young people. Any disclosure of the person's criminal background would need to be the minimum necessary to achieve the aim of safeguarding the children and young people in the church's care.
- Ultimately, it might be necessary to ban the person from attending the church. If you are concerned that the person might join another church you should not forewarn other local church leaders by giving details of the person concerned to all local churches. Rather you should ask other local church leaders to inform you if any new person joins their church. If the person joins another fellowship it would be appropriate to indicate your concerns to this specific church leader. If the person is on the Sexual Offenders Register the Safeguarding Trustee should make the offender's Specialist Probation Officer (SPO) aware that they have been banned from the church and reasons for this.

A template for a model contract with ex-offenders can be found on the Baptist Union website but churches are strongly encouraged to take advice and guidance from a Regional Minister before implementing any contract. Some churches, aware of the needs of offenders to be re-integrated into society in a way that protects children and young people, have established what have become known as 'circles of support' for those offenders who are governed by a contract in the life of the church.

## **SETTING OUT RESPONSIBILITIES**

### **CHARITY TRUSTEES**

The charity trustees of the Church are ultimately responsible for ensuring that the Safeguarding Policy is implemented and resourced in the Church.

It is the trustees 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, it will be the trustees who will be deemed to be responsible for the outworking of the church's policy and procedures.

Therefore all trustees should be fully conversant with the Church's Safeguarding Policy. The trustees should:

- have a mechanism for monitoring and 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 provision for children's and young people's work, including budget provision for the training of workers, paid and voluntary;
- find ways of communicating the policy to all within the Church.

Much of the work involved can be delegated, but the trustees cannot delegate their overall responsibility.

### **SAFEGUARDING TRUSTEE**

It is recommended good practice for the trustees to appoint one of their number to take a lead on safeguarding matters on their behalf. It is not necessary for this person to have an expertise in the area of safeguarding, only an understanding of the Church's policy and procedures and a willingness to oversee this area of the Church's life on behalf of the trustees.

The responsibilities of the Safeguarding Trustee are:

- to ensure on behalf of the trustees that proper processes are in place and to review and update the safeguarding policy and procedures;
- to monitor the implementation of the policy and procedures on behalf of the trustees;
- to ensure that the policy and procedures are reviewed annually, and to present a report of the annual review to the trustees

- to receive reports from the Designated Person for Safeguarding regarding any safeguarding incidents and to be responsible for keeping the trustees informed as appropriate.

In monitoring the implementation of the policy and procedures they should, for example, monitor from time to time whether appropriate DBS checks are being carried out.

Note 1. In the absence of an appointed Safeguarding Trustee, the trustees will jointly assume the above responsibilities and make arrangements for their effective discharge.

Note 2. The Safeguarding Trustee need not necessarily be the person who 'heads up' safeguarding matters in the church – the Designated Person for Safeguarding. They may do so, but it may be appropriate for someone else to be appointed to take the lead on safeguarding. The important thing is that the Safeguarding Trustee takes a particular interest in this area of the life of the Church on behalf of the trustees.

Note 3. The Safeguarding Trustee is primarily responsible for reviewing and updating the Policy and Procedures, etc. but in practice the Designated Person for Safeguarding has a direct interest in this function. The Annual Review and Annual Report provide a mechanism for addressing this, and also an opportunity for others to be consulted.

Note 4. The Safeguarding Trustee should be appointed by the trustees.

### **DESIGNATED PERSON FOR SAFEGUARDING [DPS]**

This is the person who has primary responsibility for making sure that the policies, practices and procedures relating to Safeguarding are properly implemented in regard to the children's and youth work of Eastwood Baptist Church.

It involves making sure that the right culture is created and maintained, and that those involved in children's and youth work embrace that culture. The practice and procedures will need to be appropriately reinforced by reminders and by training.

They have primary responsibility, working with Leaders, of identifying training needs and arranging training.

They have primary responsibility, working with Leaders, of making sure that DBS checks are carried out as appropriate and of making sure that recruitment procedures are adhered to.

They are the person who keeps the church's records of training that has taken place, and also records relating to recruitment and appointment and supervision of workers.

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 person does not need to be a 'professional' but does need to give time to understanding the principles of safeguarding and dealing with concerns.

The DPS does not need to be a Trustee, and indeed the role could be performed by someone outside the church. The role includes:

- receiving and recording information from anyone who has safeguarding concerns;
- assessing the information promptly and carefully, clarifying or obtaining more information when they need to;
- consulting with outside bodies where appropriate to discuss concerns (eg Regional Minister, the Local Authority Designated Officer, Social Services or the police);
- making a formal referral to Social Services or the police if appropriate or as advised;
- informing both the Safeguarding trustee and the Minister of any referral;
- making referrals as appropriate to the independent safeguarding Authority;
- being the link between the Church and the Eastern Baptist Association for safeguarding matters

The DPS should also be the person who retains the records relating to DBS checks.

The Designated Person for Safeguarding should be appointed by the Church Meeting.

## **ASSISTANT SAFEGUARDING OFFICER**

This role is to understand the policies and guidelines of the safeguarding. If the safeguarding lead officer is unable to fulfil their duties, the assistant will take on the role until the lead officer returns.

## **THE MINISTER**

The Minister shares with all the trustees the general responsibilities for the adoption and implementation of the safeguarding policy and procedures. But he or she will also have particular pastoral responsibilities. He or she should therefore:

- 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 provide 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.

Note. Wherever possible the Minister should not also be the Designated Person for Safeguarding or the Safeguarding Trustee.

## **WORKERS WITH CHILDREN AND YOUNG PEOPLE**

All of those who work with children or young people without exception (and whether paid or voluntary) 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 all 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 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 for Safeguarding;
- how to access pastoral support for workers.

## **DBS CHECK VERIFIER**

Whenever a DBS check is required, a Verifier is required to check the forms and carry out a stringent identity check of each person being checked.

## **ALL ATTENDEES** (church members and non-church members)

All church attendees have a part to play. It is the responsibility of all within the church community to ensure that 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 members of the church community have a responsibility to respond to concerns about the well-being of children and young people and to report any child abuse that may be disclosed, discovered or suspected. All should know who to speak to if they suspect that a child or young person is being harmed.

## **SAFE RECRUITMENT**

The Leadership Team will ensure all workers are appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post

- Those applying have completed an application form and a self-declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- References have been obtained, and followed up where appropriate
- A Disclosure Barring Service application has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Written references and 'fit person' checks will be obtained from the 'home' country of overseas applicants
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

All volunteers are also required to adhere to the safeguarding policy and/or specific practice guidelines for the area in which they are volunteering. Further training will be provided when necessary and only those providing a significant leadership role or acting as a supervisor will be required to complete a Disclosure Barring Service application. Staff responsible for managing volunteers will be required to ensure volunteers have a good knowledge and understanding of all safeguarding guidelines and procedures.

This Policy will be reviewed at least every three years and agreed by the Trustees. The Safeguarding Statement will be read out annually at a Members meeting.

Signed by: \_\_\_\_\_

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

## APPENDICES

1	Types of Abuse	P31
2	What to do if abuse is discovered	P33
3	Adults at risk	P36
4	Further types of abuse	P39
5	Procedures when concerned about an adult at risk	P40
6	Safeguarding Contact Information	P41
7	Safeguarding Report Form	P42
8	Safeguarding Concern Form	P45
9	Example Consent Form	P46

### 1. Types of Abuse

Abuse and neglect are both forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children 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 a single adult or child, or by more than one adult or child.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each country within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child

#### INDICATORS:

- Injuries not consistent with the explanation given for them
- Injuries that occur in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises on babies, bites, burns, fractures etc. which do not have an accidental explanation\*
- Cuts/scratches/substance abuse\*

\*These could indicate the possibility that a child or young person is self-harming.

#### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### INDICATORS:

- Changes or regression in mood/behaviour, particularly where a child withdraws or becomes clingy.
- Depression, aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

#### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is



happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include 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.

**INDICATORS:**

- Any allegations made concerning sexual abuse
- Excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour
- Age-inappropriate sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia\*

\*These could indicate the possibility that a child or young person is self-harming.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**INDICATORS:**

- Under-nourishment, failure to grow, constant hunger, stealing or gorging food
- Untreated illnesses
- Inadequate care, etc.

## **2. What to do if abuse is disclosed or discovered:**

### **If abuse is disclosed or uncovered**

- Do not delay
- Do not act alone
- Do not start to investigate
- Consult with the person to whom you are responsible
- Treat the information with confidence
- The Minister is to be informed by the Safeguarding Trustee
- Contact the parent/guardian if appropriate

### **If a child informs you of abuse**

- Accept what the child/young person says
- Be aware that the child/young person may be at risk further
- Tell the child/young person they are not to blame
- Reassure the child/young person that they have done the right thing by telling you
- Let them know what you are going to do next, who you will tell and what may happen
- Do not promise that you will keep this a secret
- Finish the conversation positively
- Write up the conversation as exactly as you can, including times, dates and what was said

### **Effective Listening**

Ensure the physical environment is welcoming, giving opportunity for the child( or adult at risk) to talk in private but making sure others are aware the conversation is taking place.

- It is especially important to allow time and space for the person to talk
- Above all else listen without interrupting
- Be attentive and look at them whilst they are speaking
- Show acceptance of what they say (however unlikely the story may sound) by reflecting back words or short phrases they have used
- Try to remain calm, even if on the inside you are feeling something different
- Be honest and don't make promises you can't keep regarding confidentiality
- If they decide not to tell you after all, accept their decision but let them know that you are always ready to listen
- Use language that is age appropriate and, for those with disabilities, ensure there is someone available who understands sign language, Braille etc

### **Helpful Responses**

- You have done the right thing in telling me
- I am glad you have told me
- I will try to help you

### **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?
- I am shocked, don't tell anyone else

### **Procedures to follow**

Under no circumstances should a worker carry out their own investigation into an allegation. The following procedures should be carried out:

The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to the Designated Person for Safeguarding [DPS] who is nominated by the Leadership 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.

- In the absence of the DPS or, if the suspicions involve the DPS, then the report should be made to the Assistant Safeguarding Officer [ASO]

- If the suspicions implicate both the DPS and ASO then the report should be in the first instance to BUGB Eastern Region Safeguarding Representative. Alternatively contact Social Services or the police.
- Where the concern is about a child the DPS should contact Children's Social Services. Where the concern is regarding an adult in need of protection, contact Adult Social Services or take advice from BUGB Eastern Region as above.
- Where required the DPS should then immediately inform the relevant personnel at our Public Liability insurance company, the Baptist Union of Great Britain and the Eastern Baptist Association (EBA).
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DPS, the absence of the DPS or ASO should not delay referral to Social Services, the police or taking advice from BUGB.
- The Leadership Team will support the DPS/ASO 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.
- It is also the right of any individual to make a direct referral to the agencies although all Members of Eastwood Baptist Church are encouraged to use this procedure. If, however, there is a concern that the DPS/ASO has not responded appropriately, or where they have a disagreement with the DPS as to the appropriateness of a referral, the individual is free to contact an outside agency directly or to contact the Leadership Team to share their concern.

The role of the DPS/ASO is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

### **Procedures for a concern about a child**

#### **Allegations of Physical Injury, Neglect or Emotional Abuse**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DPS/ASO will:

- Contact Children's Social Services (or EBA) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- Seek and follow advice given by EBA (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.

#### **Allegation of Sexual Abuse**

In the event of allegations or suspicions of sexual abuse, the DPS/ASO will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by EBA if, for any reason they are unsure whether or not to contact Children's Social Services/Police. The EBD representative will confirm its advice in writing for future reference.

### **Allegations of abuse against a person who works with children**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DPS in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Safeguarding Adviser (SA) / Local Authority Designated Officer (LADO).

## **3. ADULTS AT RISK**

Definition of an 'adult at risk'

An 'adult at risk' is defined by the Care Act 2014, as a person aged 18 years or over, who

- (a) has needs for care and support (whether or not the authority is meeting any of those needs),
- (b) is experiencing, or is at risk of, abuse or neglect, and
- (c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

It is important to note that an adult does not need to be in receipt of a care or support delivered by the local authority.

Safeguarding means protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Where someone is 18 or over but is still receiving children's services and a safeguarding issue is raised, the matter should be dealt with through adult safeguarding arrangements. Where appropriate, adult safeguarding services should involve the local authority's children's safeguarding colleagues as well as any relevant partners (for example, the Police or NHS) or other persons relevant to the case.

### **Types of Abuse: Adults at risk**

#### **Physical Abuse**

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care. It includes assault, hitting, slapping, pushing, kicking, and misuse of medication, restraint, or inappropriate physical sanctions.

**INDICATORS:**

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

**Sexual Abuse**

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent. It includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

**INDICATORS:**

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse
- Self-harming

**Psychological or Emotional Abuse**

Any acts or behaviour, which cause mental distress or anguish or negate the wishes of an individual, behaviour that has a harmful effect on emotional health and development, or any other form of mental cruelty. This includes emotional abuse (e.g. saying something to deliberately make the person feel upset), threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal of services or supportive networks. Also, acts deemed to be punitive (punishing) and not in line with agreed behaviour guidelines. Withholding aids and equipment.

**INDICATORS:**

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

**Financial or Material Abuse**

An inappropriate use, misappropriation, embezzlement or theft of money, property or possessions. Includes theft, fraud, internet scamming, coercion in relation to adults' financial affairs or arrangements, including exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This includes identify theft.

**INDICATORS:**

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills

- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

### **Neglect or Act of Omission**

The repeated deprivation of assistance that the adult needs for important activities of daily living; including the failure to intervene in behaviour which is dangerous to the vulnerable adult or to others. Includes ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating and withholding aids and equipment.

#### **INDICATORS:**

- Malnutrition, weight loss and/or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

### **Discriminatory Abuse**

Inappropriate treatment of an adult because of their age, gender and gender identity, race, religion, cultural background, sexual orientation, disability etc. Discriminatory abuse exists when values, beliefs or culture result in a misuse of power that denies opportunity to some groups or individuals. Discriminatory abuse links to all other forms of abuse and includes forms of harassment, slurs or similar treatment.

#### **INDICATORS:**

- Inappropriate remarks, comments or lack of respect
- Poor quality or avoidance of care

### **Organisational Abuse**

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital, agency, care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

#### **INDICATORS:**

- Lack of flexibility or choice over meals, bed times, visitors, phone calls etc.
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of a private matter
- Lack of opportunity for social, educational or recreational activity

### **Domestic Abuse**

Domestic violence and abuse includes any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been, intimate partners or family members regardless of gender or sexuality. It also includes so called 'honour'-based violence, female genital mutilation and forced marriage. Coercive or controlling behaviour is a core part of domestic violence.

INDICATORS:

- Low self-esteem
- Feeling that the abuse is their fault when it is not
- Physical evidence of violence such as bruising, cuts, broken bones
- Verbal abuse and humiliation in front of others
- Fear of outside intervention
- Damage to home or property
- Isolation – not seeing friends and family
- Limited access to money

### Modern Slavery

Encompasses: slavery, human trafficking, sexual exploitation, forced labour, debt bondage and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

INDICATORS:

- Signs of physical or emotional abuse
- Appearing to be malnourished, unkempt or withdrawn
- Isolation from the community, seeming under the control or influence of others
- Living in dirty, cramped or overcrowded accommodation and/or living and working at the same address
- Lack of personal effects or identification documents
- Always wearing the same clothes
- Avoidance of eye contact, appearing frightened or hesitant to talk to strangers
- Fear of law enforcers

### Self Neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

INDICATORS:

- Very poor personal hygiene
- Unkempt appearance
- Lack of essential food, clothing or shelter
- Malnutrition and/or dehydration
- Living in squalid or unsanitary conditions
- Neglecting household maintenance
- Collecting a large number of animals in inappropriate conditions
- Non-compliance with health or care services
- Inability or unwillingness to take medication or treat illness or injury

## 4. Further Types of Abuse

### Children in Whom Illness is Fabricated or Induced

Formally known as 'Munchausen's Syndrome By Proxy, this is a form of child abuse in which the parents or carers give false accounts of symptoms in their children and

may fake signs of illness (to draw attention to themselves). They seek repeated medical investigations and needless treatment for their children. The government guidance on this is found in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2008).

### **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 someone 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.

### **FGM**

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

### **FORCED MARRIAGE**

Forced marriage is a human rights abuse and falls within the definition of domestic abuse. A forced marriage is not the same thing as an arranged marriage. In an arranged marriage the families of both spouses take a leading role in arranging the marriage, but the choice of whether or not to accept the arrangement remains with the couple.

A forced marriage is conducted without the valid consent of one or both parties where duress is a factor. Duress may take the form of emotional, financial, physical and sexual threats and abuse. Forced marriage is also viewed by some as falling into the definition of 'honour'-based violence. Early or child marriage refers to any marriage of a child younger than 18 years old. The UN recognises this as a forced marriage because minors are deemed incapable of giving informed consent. Girls are the majority of the victims and hence are disproportionately affected.

"Marriage should be entered into only with the free and full consent of the intending spouses." Universal Declaration of Human Rights, Article 16 (2)

Forced marriage occurs within many cultures and classes. A person at risk of a forced marriage may suffer a range of abuses including emotional and physical abuse, unlawful imprisonment, abduction, rape, forced pregnancy or enforced abortion.



## 5. Procedures for a concern about an adult at risk

### **Suspensions or Allegation of Physical or Sexual Abuse**

If a vulnerable adult has a physical injury or symptom of sexual abuse the DPS/ASO will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the adult at risk is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Adults at risk Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively, the EBA Safeguarding Lead can be contacted for advice.

### **SAFEGUARDING CONTACT INFORMATION**

**Safeguarding Trustee:** Valerie Statt  
01702 512991

**Designated Person for Safeguarding [DPS]:** Rosie Midson  
01702 528880/ 07950847938

**Local Children's Social Services:**  
Office Hours 01702 215007  
Out of hours emergency: 0345 606 1212

**The Police Child Protection Team:**  
01268 771919

**NSPCC Child Protection Helpline:**  
0808 800 5000

**Local Adult Social Services:**  
Office hours 01702 215008 option one  
Out of hours emergency: 0345 606 1212

**Elder Abuse Helpline:**  
0800 032 7644

## SAFEGUARDING REPORTFORM

### THE INCIDENT

- What happened? (Nature of concern / disclosure made - use the person's own words if known)

- When did it happen? (date, time)

- Where did it happen? (specific location)
- Who was allegedly involved and in what way? (includes witnesses)

Contact details of concerned person or to whom disclosure was given:

Name PRINT:

Telephone

Email

Address

Contact details of church:

Eastwood Baptist Church, Nobles Green Road, Eastwood, Leigh on Sea, Essex  
SS0 5PY

Name of Designated Person for Safeguarding (DPS) Rosemary Midson  
Contact details of Designated Person for Safeguarding: 01702 528880 or  
07950847938

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name PRINT:

Date of birth

Address

Phone number / Email address

ANY ACTION THAT HAS BEEN TAKEN [To be completed by the DPS/ASO]

- Have the carers or parents / guardians been informed? Yes/No

If so, when and by whom?

- Have the statutory authorities been informed? Yes/No  
If so, please complete the table:

Authority      Police / Social Services/ Other: details:

Name of Person contacted

Position

Email contact

Phone contact

Contacted by DPS/ASO : name:

Date & time of contact

- Has the Eastern Baptist Association been informed?  
(Please do so if the statutory authorities are involved)
- If so, when and by whom?
- Any other action taken:

#### **FUTURE ACTION TO BE TAKEN**

- What action needs to be taken?

- Who is responsible for this

- Other comments:

**SIGNATURES followed by date and time for each**

Signature of DPS/ASO :

Signature of Safeguarding Trustee:

Signature of Minister:

**SAFEGUARDING CONCERN FORM**

Use this form to report any safeguarding concerns you may have to the **DPS/ASO**. Please remember that even though there may not have been a safeguarding incident or disclosure, any concern that you may have, regardless of how small, is important to report as it may form part of a larger picture of behaviour or circumstance.

- Details of Concern

Reported By

NAME:

DATE:

CONTACT NO:  
EMAIL ADDRESS



**CONSENT FORM** [This information may also be obtained electronically, when it will be held on the Google shared drive with secure limited access.]

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**SPECIAL NEEDS:**

Please give details of any particular needs your child has to enable them to participate in activities.

**PHOTOGRAPHS:**

Photographs of activities may be used for publicity purposes. If you would prefer your child not to be included in such photographs tick the following box:

**ELECTRONIC FORMS OF COMMUNICATION:** ONLY to used for those aged 11 and over  
Texting, 'WhatsApp' and Facebook Groups and email may be used to communicate to your child.  
Please indicate that you GIVE YOUR CONSENT to this: Y/N [delete as appropriate]

**MEDICAL DETAILS:** medical conditions/allergies leaders should be aware of (*including any medication required*) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PARENT/GUARDIAN CONTACT DETAILS:**

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel (home): \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

**ALTERNATIVE CONTACT DETAILS:**

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

Tel (home): \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to you (*if any*) \_\_\_\_\_

**PERMISSION:**

I give my permission for the child named above to attend and take part in the activities we provide. This includes trips to the local park, weather permitting.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_