

Chapel A Baptist Church

Safeguarding Children, Young People & Adults at Risk

Policy, Procedures &

Best Practice Guidance

A set of agreed policies and procedures
for ensuring a safe environment for
children, young people & adults at risk
within the care of our church

(Updated – October 2023)



Contents

INTRODUCTION	4
DEFINITIONS: Understanding, recognizing and responding to abuse	5
CHAPEL A's POLICY STATEMENT ON SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK	8
PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE	11
3a. Roles and Responsibilities of the safeguarding team	11
3b. What to do if Abuse is Suspected or Disclosed	12
3c. Responding to Concerns: The 3 Stages	13
3d. Dealing with Concerns about Adults at Risk	16
3e. Allegations Against Workers	17
3f. Allegations Made Against Children and Adults at Risk	18
3g. Pastoral care following an allegation / suspicion	19
4. PROCEDURE FOR SAFE RECRUITMENT	20
5. CODE OF BEHAVIOUR	21
6. WORKING WITH CHILDREN - BEST PRACTICE GUIDELINES	23
6a. Safe Working Ratios	23
6b. Visiting & providing additional support to Children or Young People	23
6c. Children with no adult supervision	24
6d. Offering Transport	24
6e. Peer Group Activities for Young People	25
6f. Physical Contact	25
6g. Electronic Communications - Cyber Safety	25
6h. Virtual Gatherings	26
7. WORKING WITH ADULTS AT RISK – BEST PRACTICE GUIDELINES	28
7a. Premises	28
7b. Language	28
7c. Financial integrity	28
7d. Record keeping	28
7e. Pastoral Relationships	29
8. HEALTH AND SAFETY – SAFE PRACTICE	30
8a. Consent forms	30
8b. Activities and events	30
8c. Fire	30
8d. Supervision of Groups	30
8e. Transport	30

8f. Outings and Overnight Events involving Children	31
8g. Outings and Overnight Events involving Adults at Risk	33
9. SAFER COMMUNITY	35
9a. Bullying	35
9b. Working with Alleged or Known Offenders	31
9c. Alleged or known offenders who are themselves adults at risk	31
10. KEY CONTACTS & SUPPORTING DOCUMENTS	37
11. APPENDICES	38
Appendix 1. Safeguarding Incident Form	38
Appendix 2. Updates Log	40
Appendix 3 - Pastoral Care – BEST PRACTICE GUIDELINES	41
Pastoral Care	41
Confidentiality and accountability	42

1. INTRODUCTION

Chapel Allerton Baptist Church has a joint safeguarding policy statement for children and adults at risk. The procedures and guidelines are for both children and adults at risk and set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church.

Each trustee, church leader and worker (paid or voluntary) needs to be familiar with these procedures. All church workers (paid and voluntary) who work with children and/or adults at risk should know these procedures and have training to work with the procedures.

All workers (paid and voluntary) and members of the leadership team should attend the Baptist Union of Great Britain (BUGB) Level 2 Excellence in Safeguarding training every 3 years.

All members of the safeguarding team and the ministers should also attend the BUGB Level 3 Excellence in Safeguarding training every 3 years.

All new workers (paid or voluntary) should access the '*Introduction to Safeguarding*' guide for new workers (paid and voluntary) that is available free of charge from the BUGB website.

*Individual workers who have been trained at level 2 or 3 within their professional roles (and have evidence of this) would be considered 'competent' although must ensure that they have read and understood these policies and be able to work within them.

Definition of terms

For the purpose of this guide, the term 'child' refers to anyone under the age of 18 years as defined in the Children's Act (1989).

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 of, or protect, themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation'.

Some adults are 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; mental health problems, dementia or confusion, addiction, bereavement, past abuse or trauma. We all experience trauma of some kind but still have capacity to make decisions albeit on a decision by decision basis. This policy relates most predominantly to:

- Someone who may be at risk of harming themselves
- Someone who may be at risk of harming others
- Someone who may be unable to accurately judge the relative safety or danger of their circumstances, thereby making themselves vulnerable

In this document the term 'worker' refers to anyone working with children and young people. There is no distinction between whether they are a volunteer or a paid member of staff.

Understanding, Recognising and Responding to Abuse

Abuse and neglect are forms of maltreatment of a child or adult at risk. The list below is, sadly, not exhaustive.

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

<i>Spiritual</i>	The inappropriate use of religious belief or practice; coercion and control of one individual by another in a spiritual context; the abuse of trust by someone in a position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	<p>Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status.</p> <p>Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.</p>
<i>Online Abuse</i>	<p>The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.</p> <p>The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.</p>
<i>Self-harm</i>	Self-harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.

<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Peer-on-Peer Abuse</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child on Child Abuse</i>	Child on Child abuse is when a child abuses another child of any age or stage of development

2. CHAPEL A's POLICY STATEMENT ON SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Our Vision Statement

We will love the Lord our God with all our heart, soul, mind and strength.

Chapel A will be a home, where people are accepted and welcomed into the church family. We will be a safe place, where we can be real with God and each other. We will fulfil our responsibilities to each other, loving others as ourselves. We will accept the challenge that we are not yet the people God wants us to be and will encourage honesty and mutual accountability.

We will dedicate space to expressing our worship together. We will express the gifts of the Spirit in all their variety and colour. We will strive to fulfil the Great Commission, leading people into a relationship with Jesus, baptising them and encouraging obedience to his teaching. Chapel A will train and equip people to live out their faith with integrity. Our aim is to demonstrate Jesus to our neighbours, friends, family and those with whom we work. We will bless the community of Chapel Allerton and God's wider world through prayer, projects, ministries, events and work with other churches. We will build the Kingdom of God through our own personal initiatives as well as through our work together.

Our Ethos

"Children, young people and adults at risk are a vital part of our church in Chapel Allerton. We recognise that they have valuable insights to offer to our fellowship; therefore we will listen to their views and opinions as we nurture them in worship, learning and in community life."

Our responsibilities

As a church we seek to live generously, creatively and with integrity as a Christ-centred community. The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of Chapel Allerton Baptist Church we commit ourselves to the nurturing, protection and safekeeping of all - especially children, young people and adults at risk, and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

Prevention and reporting of abuse

It is the responsibility of the whole church (members and non-members) to do what we can to help prevent the abuse of children and adults at risk, and to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully cooperate with any statutory investigation into any suspected abuse linked with the church.

Safer recruitment, support and supervision of workers

We will exercise proper care in the selection and appointment of those working with children and adults at risk, whether paid or voluntary. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children and adults at risk.

Respecting children and adults at risk

Those of us who work (whether paid or voluntary) with children, young people and adults at risk will work to best practice guidelines to support safe and accountable practice.

Safer working practices

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

A safer community

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

Safeguarding contact points within our church

The leadership team has appointed the following individuals to form the church safeguarding team. Please contact the office on office@chapela.org.uk or 07500 908078 to be put in touch with them:

Designated Person for Safeguarding (DPS)

Hannah Dey

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

Safeguarding Team Member

Johanna Hooson

Johanna will act in the capacity of an expert advisor to the safeguarding team and advise the team on any matters related to the safeguarding of children and adults at risk. Johanna will act in the capacity of DPS in Hannah's absence.

Safeguarding Team Member

Judy Harberd

Judy will oversee the volunteer scheme as our Children's & Families worker and at the discretion of the DPS will be informed of any relevant issues relating to safeguarding within our church.

Safeguarding Trustee

Rachel Hirst

Rachel will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees. She will liaise with the DPS and advise the ministers/leadership team of any issues as appropriate.

Church Ministers

Our church ministers are responsible for ensuring that appropriate pastoral support is provided in the context of any safeguarding allegation and will be made aware of any safeguarding issues within the church.

The safeguarding team will work together if and when issues arise, being accountable and supportive to each other, acting up in each other's absences and liaising with the Yorkshire Baptist Association and BUGB as required.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church notice board and church office, and will be available on our church website.
- Each new worker with children and/or adults at risk will be sent a full copy of the safeguarding policy and procedures.
- A full copy of the policy and procedures will be made available on request to any church member or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually.
- The policy statement will be read annually at a church meeting.

3. PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

3a. Roles and Responsibilities of the safeguarding team

Designated Person for Safeguarding

To take a key role in helping the church to respond appropriately to any concerns about the safety and wellbeing of children, young people and adults at risk. This will be someone with relevant knowledge and skills for the role.

The responsibilities of the Designated Person for Safeguarding are to:

- Oversee the process for recruitment and appointment of team members working with children and young people;
- Receive and record information for anyone raising specific safeguarding concerns;
- Assess the information promptly and carefully, clarifying or obtaining more information when they need to;
- Consult with others including outside bodies where appropriate to discuss concerns;
- Make a formal referral to Social Services or the Police if appropriate or as advised;
- Make referrals to the Independent Safeguarding Authority;
- Be the link between the church & Yorkshire Baptist Association for safeguarding issues.

Safeguarding Team Members

Because of the scale of the children's and youth work at Chapel A, other people who bring a range of experience and often professional skills related to safeguarding are also in place to assist and work with the Designated Person for Safeguarding and Safeguarding Trustee in their responsibilities:

The responsibilities of the safeguarding team members may be different depending on levels of expertise and roles within the church. Responsibilities are to provide advice and to assist in the progress of key tasks relating to safeguarding issues which may include: giving expert advice on individual safeguarding concerns; reviewing reported concerns; reviewing policy and procedures; recruiting, training and managing the volunteer workers including carrying out reference checks, and arranging safeguarding training.

The Safeguarding Trustee

The responsibilities of the safeguarding trustee are:

- To ensure that there is a process in place to write and update the safeguarding policy and procedures on behalf of the Leadership Team;
- To monitor the implementation of the safeguarding policy and procedures on behalf of the Leadership Team;
- To ensure that the policy and procedures are reviewed annually (and additionally as required);
- To liaise with the Designated Person for Safeguarding regarding any safeguarding incidents in the life of the church and to keep the Leadership Team informed as appropriate.

Leadership Team (Trustees)

As trustees, the Leadership Team of the church have ultimate responsibility for ensuring that the safeguarding policy is implemented and resourced in the church. The Leadership Team have a duty of care to the children, young people & vulnerable adults who are involved in the life of the church.

Minister(s)

As a Leadership Team member, the minister(s) share(s) the general responsibility for the adoption and implementation of the church's safeguarding policy. Minister(s) should not act as the DPS.

Ministers have particular pastoral responsibilities so they should:

- Be made aware of any safeguarding issues or concerns within the church as appropriate;
- Take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation to the best of their ability and before God.

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

3b. What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger.

There are many ways in which people suffer abuse.

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

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

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none">• Listen to and acknowledge what is being said.• Try to be reassuring & remain calm.• Explain clearly what you will do and what will happen next.• Try to give them a timescale for when and how you / the DPS will contact them again.• Take action – don't ignore the situation.• Be supportive.• Be open and honest.• Tell them that:• They were right to tell you;<ul style="list-style-type: none">❖ You are taking what they have said seriously;❖ It was not their fault;❖ That you will pass this information onto the appropriate people (for an adult, ideally with their permission) - see Care Act 2014 p17;❖ Give contact details for them to report any further details or ask any questions that may arise.	<ul style="list-style-type: none">• Do not promise confidentiality.• Do not show shock, alarm, disbelief or disapproval.• Do not minimise what is being said.• Do not ask probing or leading questions, or push for more information.• Do not offer false reassurance.• Do not delay in contacting the DPS.• Do not contact the alleged abuser.• Do not investigate the incident any further.• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.• Do not pass on information to those who don't need to know; not even for prayer ministry.

2.1.2 Responding to Concerns

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

STAGE 1 – The Worker

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

The person who has the concern has a duty to:

RECOGNISE, RESPOND AND RECORD

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

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

STAGE 2 – The Designated Person for Safeguarding (DPS)

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

REVIEW AND REPORT

The report will be reviewed by the DPS with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix 2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report.

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

STAGE 3 – The Next Steps

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

SUPPORT AND REPORT

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

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

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

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

STAGE 1 – THE WORKER

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

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

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

The record should:

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

In general, concerns will be shared with parents/carers and where possible and appropriate, consent will be gained before approaching other agencies/organisations. The exception to this rule would be when a 'worker' has reasonable cause to believe that informing the parents of a referral to another agency may increase the risk of significant harm to the child. Parents will also be made aware that the concerns will be shared with the safeguarding team including the Ministers.

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

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

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

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

The duty to REPORT

The DPS will decide to whom the report should be referred, working in conjunction with the church safeguarding team where appropriate. They may:

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

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

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

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

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken. Ongoing information about a concern already raised can be logged using the Updates Log (Appendix 2).

STAGE 3 – THE NEXT STEPS

Responsibilities to **REPORT** and **SUPPORT** in stage 3 of the process are shared by the church safeguarding team and the Minister/s.

The duty to SUPPORT

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

Victims; alleged perpetrators; children; adults at risk; other family members; church workers; church safeguarding team; Minister/s; Leadership Team.

The duty to REPORT

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

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

3d. Dealing with Concerns about Adults at Risk

Within safeguarding, mental capacity is determined as whether or not someone has the capacity or ability to make decisions about themselves and their safety and well-being. There is a fine balance between the individual's rights to autonomy and their need for protection.

If there are any concerns about the mental capacity of an adult at risk, always refer to your local authority Adult Social Care Services for advice.

The mental capacity of the adult at risk is vital in deciding what should be done. All actions should be based on the assumption that the individual has the capacity and the right to make their own choices in relation to their personal safety and well-being. This includes upholding their right to follow a course of action which others may deem unwise or eccentric, including staying in a situation of abuse.

When a concern is raised about an adult it should be treated in the same way as a concern about a child. It is not the role of the paid or voluntary worker in the church to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

If the adult at risk doesn't want help it may still be necessary to inform the necessary authorities i.e police, health or adult social care services, who can put a safeguarding plan in place so that, as far as possible, the adult continues to be protected. This is particularly important:

- **When the person lacks the mental capacity to make such a choice**
- **When there is a risk of harm to others or themselves**
- **In order to prevent a crime**

The Care Act 2014 provides helpful guidance on these situations:

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

The DPS will consider all the information to hand and decide (often in discussion with other members of the safeguarding team) whether it is appropriate for the information to be reported to the statutory authorities. If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

3e. Allegations Against Workers

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church. All those working with children, young people or adults at risk should be aware that if an allegation is made against them that is referred to the statutory authorities, they may be advised or required to withdraw from their responsibilities while an investigation is carried out. This may include being asked not to attend church during this period.

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

- 1) When an allegation of abuse has been made, do not approach the alleged perpetrator.
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report.**
- 3) Once the allegation has been reported to the DPS, they can liaise with the relevant statutory authority.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom

- concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place).
 - 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister/s) can access them.
 - 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church's DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister/s

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

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister. Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them. In such a case the Minister may act in the capacity as a DPS and liaise with the Baptist Union and statutory authorities as per current guidance

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

3f. Allegations Made Against Children and Adults at Risk

Curiosity about sexual behaviour is a normal part of sexual development. However, at times children and young people can develop harmful sexual behaviour due to: being abused themselves; their needs not being met; lack of boundaries/supervision. When a child exposes another child to age-inappropriate sexual activity, this is harmful, and must be reported in the same way as allegations against adults.

Allegations against children will be investigated by statutory authorities, taking into account the needs of both the child displaying harmful sexual behaviour, and the victim/s.

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

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

- 1) Do not approach the person about whom the allegation has been made or their carers.
- 2) Follow the church's safeguarding procedure.
- 3) Seek advice from the DPS.
- 4) Make sure there is pastoral support in place for the adult at risk throughout the process.

3g. Pastoral care following an allegation / suspicion

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

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

Where the perpetrator accepts some responsibility, they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed. The safeguarding team will assess whether a safeguarding contract is required to support a perpetrator and protect others in the church community. The team will consult with the YBA and liaise with the Local Authority Designated Officer (LADO) for support with a decision about this.

4. PROCEDURE FOR SAFE RECRUITMENT

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

Chapel A values its children and young people and values those who give their time to work with children, young people and adults at risk. We seek to ensure that those who work with them are suited for their role.

Procedures for the Appointment of team members (paid and volunteers)

As a church, we are committed to safer recruitment practices.

When recruiting both paid and volunteer church workers, the following process will be applied:

- 1) We will develop a clear role profile and application form.
- 2) When recruiting to roles which involve working with children or adults at risk, we will make it clear that any appointment is subject to an advanced DBS check which will be renewed every 5 years.
- 3) All applicants will be asked to complete an application form and include the names of two referees.
- 4) For paid workers, shortlisting and interviewing of applicants will be carried out by at least two people.
- 5) References, a Self-Disclosure Form and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role.
- 6) Paid workers UK residency status/or right to work in the UK will be checked.

Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role description and clear lines of accountability to a leader and the Leadership Team. Paid workers will also have an assigned supervisor with whom they will meet regularly to discuss work and address any issues or areas of concern.

Training

It is important that all team members understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every three years.

Young helpers under 18 years of age

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

Further details of our recruitment process for volunteers (including the application form) can be found in our volunteers' handbook.

5. CODE OF BEHAVIOUR

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

- Treating everyone with dignity and respect.
- Using age- and ability-appropriate language and tone of voice.
- Listening well to everyone.
- Being aware of any physical contact you may have with an adult at risk and record it when necessary.
- Not making sexually suggestive comments about a child or an adult at risk, even in 'fun'.
- Not scapegoating, belittling, ridiculing or rejecting a child or adult at risk.
- Keeping a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 1).

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (eg. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child.
- When it is necessary to discipline children, this should be done without using physical punishment.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- No person under 18 years of age should be left in sole charge of any children of any age.
- No one should normally work alone with children, young people or adults at risk.
- Have a balance of male and female workers involved in a group.
- The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained.

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

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

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

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

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

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

A couple or immediate family members should be considered to count as only one person when

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

6. WORKING WITH CHILDREN - BEST PRACTICE GUIDELINES

Our church is in an amazing position within Chapel A, to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those with whom they are working. Whilst there are different sections for adults and children, some aspects of good practice will overlap.

6a. Safe Working Ratios

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

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

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

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

Note: For virtual meetings held by zoom or an alternative media platform a minimum of 2 adults should be present. (see Virtual meetings section for more details)

6b. Visiting and providing additional support to Children or Young People

Workers may need to make pastoral visits to children and their families at home on behalf of the church. For children Year 9 or below where this is felt needed, then this should be done in pairs either jointly with or with prior knowledge and agreement of the parent.

For older young people (Year 10 and over) where a youth worker/volunteer feels additional support may be helpful a one-to-one meeting may be offered. This forms part of a caring response to a young person because something has arisen during conversations in a regular group meeting that require sensitive follow up. An offer of 1 or 2 contacts would be available to young people who are in Hvnly+ or cell group (Year 10+), with the knowledge of the leader that they are responsible to, the Discipleship Enabler and parent.

- Consent must be sought from the parent and young person in advance
- A written record of the date, time, those present and the issues discussed will be kept by the Discipleship Enabler
- Meetings should be held in a public place, eg. cafe or park, with other people in view
- The young person will be made aware of the boundaries of confidentiality - if they, or another young person is at risk of harm, you need to speak to someone
- Be aware of your limitations, what other services are available for further support and know how to signpost on for longer term support services if a particular concern arises
- Consider who is the best leader to support the young person
- Offer up to two contacts and then review alongside the parent and another 'leader'.
- Be clear that we are unable to provide long term pastoral support to young people

6c. Children with no adult supervision

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

- Welcome the child and try to establish their name, age, address and telephone number;
- Record their visit in a register;
- Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact to inform them and gain verbal consent;
- Without interrogating the child, find out as soon as possible whether they have any specific needs (eg. medication) so that you can respond appropriately in an emergency;
- Give the child a consent form and explain it needs to be filled in and brought back next time, ensuring that there have been attempts to have a conversation with the parent in the meantime.

6d. Offering Transport

Vulnerable situations can be created when team members offer to give lifts to children and young people either to/from church-based activities or on planned outings.

Whenever possible, two adults should be present in a vehicle. Where this is not practicable, giving regular lifts to children or young people on their own should be avoided. If a group of children or young people are regularly given lifts, the order of pick-up/drop-off should be varied so that the same child is not regularly alone with a team member.

Team members should not spend unnecessary time alone in a vehicle with a child or young person and should avoid being alone in a vehicle with a child or young person who is particularly vulnerable.

Parental permission should be sought for their child to be given transport and they should be advised when to expect their child home.

6e. Peer Group Activities for Young People

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

6f. Physical Contact

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

6g. Electronic Communications - Cyber Safety

A worker's role profile will include cyber safety guidelines as outlined in this policy. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

Young people also need to be aware of the protocols that workers follow in relation to electronic communications. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details.

Electronic communication should be for information giving only.

It is not appropriate to use these communication methods with children aged 11 years and younger. For more information on cyber safety, please refer to the [BUGB Cyber Safety Guide](#), which can be found on their website.

Email, Texting & Instant Messaging (WhatsApp, Snapchat etc.)

Any communication should be limited to sharing generic information, for example, to remind young people about meetings.

Texts, email conversations (a series of text messages/emails being sent back and forth) and instant messaging are to be avoided. Any direct communication should be kept to an absolute minimum. If texts or instant messages are used workers should save significant conversations and keep a log stating with whom and when they communicated.

If email is being used, workers will ensure that they are accountable by copying each message to the group leader or Children's and Families worker email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

Personal mobile phone use

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

- Mobile phone use should primarily be for the purposes of information sharing;
- Workers should keep a log of significant conversations/texts;
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor;
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love';
- Workers should not take photos of children, young people or adults at risk unless permission is sought in advance and should not store such photos on personal phones.

Social Networking

- Workers should have a site e.g. facebook that is used solely for children's / youth work communications and is totally separate from their own personal site. This is to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers (without a 'personal' relationship with the child and consent from the child's parents) should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Taking Videos and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- If permission is not given, group leaders will be informed. Even if consent is given, workers should also ask for permission of the children and young people at the time, as a sign of respect and care for them.
- Workers (without a 'personal' relationship with the child and consent from the child's parents) should not store pictures or films of children and young people on their computers. If a worker wants to keep any media email judy.harberd@chapela.org.uk so that it can be stored securely.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

6h. Virtual gatherings

In particular circumstances and with the permission of the Discipleship Enabler and leadership team arrangements can be made to meet with a group of young people virtually. The same principles of working outlined in the safeguarding policy applies to virtual gatherings.

- Parental consent must be obtained
- A minimum of 2 adults should be present and be first to join and last to leave the call. This principle also applies to the use of breakout rooms of under 11 year olds. Breakout rooms of over 11 year olds may have 1 adult (over 18 years) present for a timed activity providing that the group comes back into the main group after the breakout session
- Minimum age limits must be adhered to or parents should be present with the child or have given permission for them to attend on their own age
- Safeguarding procedures still apply if a concern is identified

For each meeting held hosts should;

- Protect the meeting with a password
- Send the meeting link privately (the link should not be published on social media)
- Use the waiting room to ensure only people invited enter the gathering
- Gatherings should not be recorded
- Host to disable the private chat function allowing participants to only chat with everyone publicly
- Host to disable screen sharing
- Update the team of who attended the meeting

7. WORKING WITH ADULTS AT RISK – BEST PRACTICE GUIDELINES

7a. Premises

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

7b. Language

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

7c. Financial integrity

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

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

7d. Record keeping

It is good practice to record pastoral visits or meetings, noting the date, time, location, who was present, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

7e. Pastoral Relationships

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it; (See appendix 3 for information on our Pastoral Guidelines)

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Try to conduct visits at times or in locations that do not compromise the integrity of the worker (i.e. late at night or in isolated settings). Try to meet in a space that allows privacy but where other people are around, particularly if meeting a member of the opposite sex alone. This may not always be possible in a time of crisis though ensure another team member is informed.
- Ensure that where possible (and if the right to privacy is not compromised) 2 people are present when providing support to an 'adult at risk'.
- Being aware of the power imbalance within pastoral relationships, be sensitive to the signs and risks of dependency within a pastoral relationship and where it is recognised that this is occurring involve others in giving support.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Recognise the limits of their own abilities and competencies, signpost and get further support and 'supervision' when working in situations that are outside their expertise or role and when providing intensive prolonged support to an individual.

8. HEALTH AND SAFETY – SAFE PRACTICE

8a. Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church, which is recorded on our consent forms. The first week someone attends workers must record their name, medical emergency information and a contact name and number. Then they must bring their completed form back with them. Similar details will be gathered for adults at risk.

8b. Activities and events

All activities for children, young people and adults at risk will comply with the church's current health and safety policy which will include: ensuring the activity is safe and being carried out by an appropriately trained person; undertaking risk assessments as appropriate; confirming there is adequate insurance; and whenever possible, at events involving food preparation, ensuring that a worker holds a valid Basic Food Hygiene Certificate.

8c. Fire

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

8d. Supervision of Groups

The person responsible for a group/activity must sign in on the register so that it is apparent who the 'responsible person' for that activity is.

8e. Transport

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

- Only those who have gone through the church safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's safeguarding policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is roadworthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop-off point. At collection or drop-off points, children should never be left on their own.

8f. Outings and Overnight Events involving Children

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

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

Sleeping Arrangements

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

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

Adventurous Activities

No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed.

Fire Safety

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

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

Safety

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

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

Swimming Trips

Recognising that children are likely to be dispersed around the swimming area with additional requirements for oversight as they get changed or visit the toilets there will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

Named person for safeguarding on the trip

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

Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

8g. Outings and Overnight Events involving Adults at Risk

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

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

Sleeping Arrangements

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

Personal Care

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

Activities

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

Safety

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

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

Consent and Medical Information

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

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

Holding and Dispensing of Medication

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

9. SAFER COMMUNITY

9a. Bullying

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

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

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

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

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

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

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

Online safety

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

9b. Working with Alleged or Known Offenders

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

In determining the details of the contract:

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

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

Alleged or known offenders who are themselves adults at risk

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

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

10. KEY CONTACTS & SUPPORTING DOCUMENTS

Local Authority Designated Officer (LADO)

Where there are concerns around someone working or volunteering with children, the Local Authority Designated Officers in Leeds can be contacted Monday to Friday on 0113 378 9687, operating a duty system for notifications. They can also be contacted by email via LADO@leeds.gcsx.gov.uk. The LADO will support organisations/churches in considering the risk an individual may pose.

Where there are concerns around someone working or volunteering with adults phone the contact centre for adult services on 0113 2224401 for advice and support (Monday to Friday).

Police

Contact 101 for non-emergencies or 999 in an emergency.

Adult Social Services

Monday to Friday 8.30am—5pm: 0113 222 4401
Out of hours: 07712 106 378.

Leeds Children's Social Care Duty and Advice team

Monday to Friday 8am—6pm: 0113 376 0336 or email childrensedt@leeds.gov.uk
Out of hours: 0113 376 0469

*** The duty and advice team can be contacted anonymously. Contacting them does not automatically trigger a referral but their advice may lead to a referral being made.**

Local Baptist Association Safeguarding Contact

Debbie Gamble (Yorkshire Baptist Association Safeguarding Administrator): 0113 278 4954
Mary Taylor (Yorkshire Baptist Association Regional Minister) email: mary.taylor@yba.org.uk

Leeds Safeguarding Children's Partnership Policy and Procedures:

<https://www.leadsscp.org.uk/Voluntary-Community-Faith-Third-Sector>

Leeds Multi Agency Safeguarding Adults Policy and Procedure

<https://leadssafeguardingadults.org.uk>

This policy has been based on the Baptist Union Model Guidance for Safeguarding including Safe to Grow and Safe to Belong.

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

11. APPENDICES

Appendix 1. Safeguarding Incident Form

PERSON REPORTING THE INCIDENT OR CONCERN:
Name: _____
Address: _____
Phone number: _____
Email: _____
Role in Church: _____

DETAILS OF CHILD / ADULT AT RISK YOU ARE CONCERNED ABOUT:
Name: _____
Date of Birth / Approximate Age: _____
Address: _____
Phone number: _____
Email: _____
Do they know that you are sharing concerns about them? _____
If not, please explain why: _____
IF UNDER 18 PLEASE INCLUDE DETAILS OF THE PARENT OR CARER:
Name: _____
Address: _____
Phone number: _____
Email: _____
Relationship to the child/ young person: _____
Do they know that you have concerns that you are sharing? _____
If not, please explain why: _____

DETAILS OF ALLEGED PERPETRATOR (IF RELEVANT)
Name: _____
Address: _____
Phone Number: _____
Email: _____
Are they an adult or a child (under 18): _____
Relationship to the child/adult at risk: _____
Does the child / adult at risk live with the alleged perpetrator? _____

DETAILS OF INCIDENT OR CONCERN:

- Remember to include the 4 W's – Who, What, Where, When.
- Be clear whether this is something you have been told about or something that you have observed directly.
- Include names of anyone else who witnessed the incident or is aware of the concern.
- Refer to the church safeguarding policy if you are unsure what to include.

Please continue on a separate sheet if necessary

HAVE YOU CONTACTED ANYONE ELSE (SOCIAL SERVICES, POLICE, LADO, REGIONAL SAFEGUARDING LEAD, MINISTER)?

Please give details of who and when below:

Organisation: _____

Name of contact: _____

Date of contact: _____

This Incident Form should be passed to the Designated Person for Safeguarding (DPS) within 24 hours of any incident or concern arising. Do not delay reporting your concerns to the DPS because you do not have all the information requested in this form. Where there is an immediate risk of harm, please call the DPS straight away and use this form to follow up on that call. Remember if they are not available call the police or social services, do not wait for the DPS to be available.

Remember: Treat this information confidentially. Do not discuss the contents of this form with anyone other than the DPS, not even for prayer purposes.

Signed

Date

Appendix 2. Updates Log

Name	DOB	Address

Date	Description	By Whom

Appendix 3 - Pastoral Care – BEST PRACTICE GUIDELINES

Pastoral Care

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it. This would include adults at risk.

The pastoral team will be made up of the Minister(s) and at least 2 Leadership Team members (plus if appropriate other delegated members) who will be responsible for overseeing the pastoral care of our whole church community. The pastoral team may be involved themselves in some pastoral care but will involve others in the wider church community with pastoral giftings to provide this. Led by a Minister, the team will be responsible for ensuring that pastoral needs are identified and that individuals/families have the appropriate pastoral support in place. The team will know who is receiving care and by whom and will ensure those in our community who are providing pastoral care are well supported and working to the guidelines of best practice. The team will be accountable to each other and to the wider Leadership Team.

Workers providing care and support to adults should:

- Consider who is/are the person/s best-placed to provide pastoral support if and when an explicit need has been identified. A discussion may be needed with the pastoral team to decide this.
- Have a clear conversation at the outset of a visit as to the nature of pastoral support, the frequency with which it might be offered, including gaining consent for how information might be shared within the pastoral team.
- Consider the physical distance, appropriateness of initiating or receiving any physical contact, for example gestures of comfort, which may be unwanted or misinterpreted by both those receiving it or others observing it.
- Try to conduct visits at times or in locations that do not compromise the integrity of the worker (i.e. late at night or in isolated settings). Try to meet in a space that allows privacy but where other people are around, particularly if meeting a member of the opposite sex alone. This may not always be possible in a time of crisis though ensure another team member is informed.
- Ensure that where possible (and if the right to privacy is not compromised) 2 people are present when providing support to an 'adult at risk'.
- Be aware of the power imbalance within pastoral relationships, the signs and risks of dependency within a pastoral relationship and where it is recognised that this may be occurring involve others in giving support.
- Avoid behaviour that suggests favouritism or gives the impression of a special relationship.
- Recognise the limits of their own abilities and competencies, signpost and get further support and 'supervision' when working in situations that are outside their experience or when providing intensive prolonged support to an individual.
- Electronic communication (e.g. text, emails) should not be the primary means of providing pastoral support and where possible should be kept to a minimum. In certain pastoral situations where mobile phones are being used frequently

consideration should be given as to someone else in the team having some oversight (see cyber safety guidelines section 6g.)

Record keeping

It is good practice to record (using updates log Appendix 2) pastoral visits or meetings, noting the date, time, location, who was present, subject and any actions which are to be taken. The record of these meetings should stick to facts and try to avoid opinion. Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

Confidentiality and accountability

Confidentiality protects the privacy of the person and ensures the information shared is not disclosed to anyone else without the person's prior knowledge or consent. Everyone working in a pastoral situation must be clear that it is not possible to keep all information confidential and be clear that any information of a safeguarding nature will be shared with the safeguarding team. Likewise, individuals should know that some information may also be shared within the pastoral team for accountability purposes (this may be limited to name and frequency of pastoral support). This ensures that pastoral team members know that pastoral support is being offered where needed.

When a worker is providing long standing pastoral support and/or safeguarding support (particularly in complex and at times stressful situations) it is best practice to obtain regular, objective, more formalised, face to face supervision with an appropriately trained individual. This provides support to the worker enabling them to reflect on a given situation as well as allowing for objective challenge of practice.

It is recognised that friends and friendship groups are usually the prime givers of support to each other within the church community. On such occasions when 'workers' are 'friends' of an individual requiring support, the above principles may not always feel appropriate. 'Workers' whether paid or voluntary need to be able to discern the point at which 'chatting' and 'praying' with a friend has moved into something else that has become more 'pastoral' in nature i.e. the individual needs more planned, regular and intentional support which could be viewed as 'formalised' and/or in the case of a paid worker, which is being offered within working hours. This may mean acknowledging the issue with the friend concerned and passing this on with the person's agreement to another member of the team, or visiting jointly with another pastoral team member.