

# Safeguarding Policy

**1-SEP-2021**

Emmanuel Baptist Church Swanage

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*Knowing Him and making Him Known*  
emmanuel baptist church

**ebc**



# Introduction

This is the Safeguarding Policy for Emmanuel Baptist Church Swanage.

## Overview

This safeguarding policy complies with the requirements of the Disclosure and Barring Service and is in accordance with the Baptist Union's Child Protection Document "Safe to Grow".

## Issue Status and History

### Status

Policy	Safeguarding Policy
Number	EBC-03
Primary Responsibility	Leadership
Issued	1st Sep 2021
Status	Issued
Review Period	1 year
Next Review Date	1 <sup>st</sup> Sep 2022

### History

1 <sup>st</sup> Feb 2021	Created from draft supplied by Helen
12 <sup>th</sup> Mar-2021	Slight changes made by Caroline Powell and reflected into this document
14 <sup>th</sup> Apr 2021	Update to ready for final review and issue
1 <sup>ST</sup> Sep 2021	Add Helen Rochelle as Deputy Designated Person for Safeguarding. Agreed during church meeting 15 <sup>th</sup> June 2021.



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# Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the lobby.

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

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

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

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

## Advice and support details

Table 1 - contact details

Joy Cheang is our designated advisor for safeguarding issues at the Southern Counties Baptist Association.	07712 508779	<a href="mailto:scbasafeguarding@scba.org.uk">scbasafeguarding@scba.org.uk</a>
Children's Advice and Duty Service ChAD	01305228 866	
Pan-Dorset Safeguarding Children's Partnership (Pan-Dorset SCP)	01305 221196	<a href="mailto:pan-dorsetscp@dorsetcouncil.gov.uk">pan-dorsetscp@dorsetcouncil.gov.uk</a>
Dorset Safeguarding Adults Board Dorset Direct (Vulnerable Adults)	01305 221016	
Police, emergency	999	
Police, non-emergency	101	
Out of Hours Service Evenings and Weekends	01202 657 279	
The Churches Agency for Safeguarding – <a href="http://www.churchsafe.org.uk">www.churchsafe.org.uk</a>	020 7467 5216	
<b>National Emergency Helplines</b>		
NSPCC Child Protection Helpline (free 24-hour service)	0808 800 5000	
Childline (a free 24-hour helpline for children)	0800 1111	
Disclosure and Barring Service <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>	0870 9090 811	
LADO – Local Authority Designated Officer Patrick Crawford	01305 228347	<a href="mailto:p.crawford@dorsetcc.gov.uk">p.crawford@dorsetcc.gov.uk</a>



# Safeguarding policy statement

## Emmanuel Baptist Church

As a Christian body we recognise that every individual is made in the image of God. As His workmanship all people are to be equally valued and helped to flourish as God intended.

As members of this church, we commit ourselves to the nurturing, protection and safeguarding of all those who by reason of age, infirmity or circumstances may be open to exploitation of any form.

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

Prevention and reporting of abuse and responding to concern.

The church will have robust accessible policies for safeguarding in place, which will be reviewed regularly. Training will be available to all.

It is the duty of each church member and each member of the wider church family to be aware of vulnerable people and the possible safeguarding issues that may arise.

It is the duty of all to respond to concerns about the well-being of any individual and to report any concerns disclosed, discovered or suspected to the group leader, the Minister or member of the leadership team as appropriate. All concerns must be passed to the Designated Person for Safeguarding (DPS) the Safeguarding Trustee and the Minister. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

### **Safe recruitment, support and supervision of workers**

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

### **Safe practice, behaviour and premises**

The church will adopt a culture of behaviour for all that ensures that vulnerable adults, children and young people are shown the respect that is due to them and

encouraged to fully participate in church life. The church is committed to providing a safe environment for vulnerable adults, children and young people and will adopt ways of working that promote their safety and well-being.

## **A safe community**

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

## **Responsible people**

The church has appointed Christina Collins as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed Caroline Powell as the Designated Person for Safeguarding and Helen Rochelle as Deputy Designated Person for Safeguarding to:

- advise the church on any matters related to the safeguarding
- take the appropriate action when abuse is disclosed, discovered or suspected

# Abuse

For this policy: the term ‘child’ refers to anyone under the age of 18 and “vulnerable adult” anyone over the age of 18 who due to disability, mental function, illness, age or traumatic circumstances may not be able to take care or protect themselves against the risk of significant harm, abuse, bullying, harassment, mistreatment or exploitation.

The term abuse is used to indicate any behaviour by one person or persons towards another individual or group which uses coercion to achieve an outcome. In a church setting this may include use of status, imposition of spiritual beliefs, behaviours which control another and abuse of trust.

## Legal Definitions of Abuse as used by Public Services

Physical	where a person’s body is hurt or injured by another.
Emotional	where people do not receive love and affection, may be frightened by threats or taunts, or are given responsibilities beyond their years. This also includes bullying, intimidation and exploitation.
Sexual	where adults (and sometimes other children) use people to satisfy sexual desires.
Neglect	where adults fail to care for children and vulnerable adults and protect them from danger, seriously impairing health.

## Signs of abuse

The following may indicate abuse, but do not jump to conclusions. There could be other explanations.

Physical	unexplained or hidden injuries, lack of medical attention.
Emotional	reverting to younger behaviour, nervousness, sudden underachievement, attention seeking, running away, stealing, lying.
Sexual	pre-occupation with sexual matters evident in words, play, drawings. Being sexually provocative with adults, disturbed sleep, nightmares, bedwetting, secretive relationships with adults or children, tummy pains, with no apparent cause.
Neglect	looking ill-cared for and. unhappy, being withdrawn or aggressive, having lingering injuries or health problems.

# Responding to a concern

**If you believe the child/youth/vulnerable adult to be at immediate risk of further harm, contact the police on 999.**

## **Understanding, Recognising and Responding to Abuse**

Abuse and neglect are forms of maltreatment of a child or vulnerable adult. Somebody may abuse or neglect a person by inflicting harm, or by failing to act to prevent harm. Children and vulnerable adults may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children.

## How to respond when someone wants to talk about harm or abuse

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

## What to do when a child or vulnerable adult talks about harm or abuse

You need to make a careful written record of what has been observed as follows:

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size and a drawing of its location and shape on the person's body.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (e.g. a description of the activity).



- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand-written notes even if subsequently typed up.

These notes will be passed on to the Designated Person for Safeguarding to assist them should the matter need to be referred to Child or Adult Social Care Teams. All documents including copies of everything sent to the Social Care Teams, will be signed by you, dated and kept at the Emmanuel Baptist Church office. The Southern Counties Baptist Association should be notified of any safeguarding referrals.

## **Responding to concerns for a child or vulnerable adult or an allegation of abuse**

Where possible, concerns will be passed to the Designated Person for Safeguarding but difficulty in contacting the individual should not delay action being taken. Any referral to Child or Adult Social Care Teams will be confirmed by the referrer in writing within 48 hours.

If there is a concern that a child or vulnerable adult may have been harmed or abused, the Designated Person for Safeguarding will act as follows.

### **Where someone has a physical injury or symptom of neglect:**

- Contact the Pan-Dorset Safeguarding Children's Partnership team or Dorset Direct if there are concerns that they may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If the person needs urgent medical attention an ambulance will be called, or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any safeguarding concerns.

### **Where there are allegations or concerns of sexual abuse:**

- Contact the Pan-Dorset SPC team or Dorset Direct. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Child or Adult Social Care Teams, contact the police.

- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents / carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

Should the Designated Person for Safeguarding not feel it necessary to refer the matter to outside agencies but you (or anyone else) have serious concerns for the person's safety, then you will contact the relevant authorities directly. The safety of the child or vulnerable adult over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will seek appropriate professional advice, e.g. from the Regional Minister and refer it directly to the appropriate agencies and.

### **Third Party Allegations and Referrals**

Where a third party alleges abuse towards a child or vulnerable adult, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Designated Person for Safeguarding and may result in a referral to the appropriate agency with their details. This is so that they can contact them if necessary.

### **Allegations against Workers/Volunteers**

The appropriate professional advice from agencies detailed in Table 1 - contact details, the SCBA and the police will be sought before taking any action such as suspension of employment.

- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed, and the appropriate action being taken.
- The suspension of a worker following an allegation is a neutral act but may be necessary because the priority is to protect children from possible further abuse or from being influenced in any way by the alleged perpetrator.

- It may be necessary, for the sake of the alleged victim (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

## **Pastoral care**

When an allegation/suspicion arises in the Church, a period of investigation will follow, which will be stressful for all involved.

- Support will be offered to the suspected perpetrator without compromising the alleged victim or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the appropriate authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- 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.

## **False Allegations**

False allegations are possible: all allegations will be properly investigated in an endeavour to establish the truth.

## **Allegations against children/young people**

Children and young people are curious about the opposite sex. However, where a child is in a position of power has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child this is abusive. Such

situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

Instances such as these are investigated by the child protection agencies in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim. The possibility is that they have also been abused. Since sexual abuse can be addictive and other children could be victims now or in the future, it is important to take the matter seriously and we will need to deal with this as they would any other allegation. It cannot be assumed that young people will grow out of it. Most adult sex offenders started abusing in their teens (or even younger).

# Safe recruitment, support and supervision of workers

Ref: Chapter 12 p44 Safe to Grow

**This section of the policy will apply to all those employed by Emmanuel Baptist Church in any capacity.**

## Application

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes trustees of charities working with children. This means that a person banned from working with children cannot serve as a trustee of a church. It is also a criminal offence to knowingly offer work with children to an individual who is so disqualified or to knowingly allow such an individual to continue to work with children.

It will be made clear in job advertisements, at interview and on application forms that all those having contact with children, young people and vulnerable adults will be asked to agree to Disclosure and Barring Service check being carried out before the position is confirmed.

Any person wishing to assist in activities for Children/Young People/Vulnerable Adults will be asked to complete an Emmanuel Baptist Church Volunteer Helper Application Form

## References

Formal references will be requested.

Where applicable an applicant's UK residency status and/or right to work in the UK will be checked.

## Interviews

All prospective workers will have an interview.



## **Appointment and Supervision**

The Church's safeguarding policy as well as the practical expectations will be discussed with the applicant. The worker will be required to sign their agreement in acceptance of and agreement to the procedures.

Any appointee will have a written agreement which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired, and areas of concern dealt with.

It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

## **Training**

It is important that all workers understand the agreed procedures for safeguarding.

Safeguarding training must be attended at least once every 3 years.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene.

## **Young People**

Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. Those under 18 years old are not eligible for a DBS check but will be required to provide a reference from an unrelated adult who has known them for 2 years.

When a young helper reaches the age of 18 the full recruitment process will be applied.

# Safe behaviour: a code of behaviour for workers

Ref: Chapter 13 p55 Safe to Grow

## Overview/code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children from possible abuse and workers from false accusation.

- Workers should treat all children /young people with dignity and respect in attitude, language and actions.
- Use age-appropriate language and tone of voice.
- Do not engage in any of the following.
  - Invading the privacy of children or young people when they are using the toilet or shower.
  - Rough games including contact between a leader and a child or young person.
  - Sexually provocative games.
  - Making sexually suggestive comments.
  - Scapegoating, ridiculing or rejecting a child or young person.
- When it is necessary to control and discipline children and young people, this should be done without using physical punishment. A situation may arise where a child or young person needs to be restrained to protect them or a third person.
- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
  - If there are insufficient leaders for groups, then internal doors should be left open.
  - At least two people are present before external doors are opened for an event.
- If workers do find themselves on their own they should.
  - Assess the risk of sending child/young person home
  - Phone another team member and let them know the situation
  - Get a second trained leader as soon as possible

- Write down a record of what happened
- If a child or young person wants to talk on a one-to-one basis you should make sure that:
  - You try to hold the conversation in a corner of a room where other people are.
  - Or if you are in a room on your own, leave the door open.
  - You should always make sure another team member knows the conversation is happening.
  - You should agree a time limit prior to the conversation taking place.
- 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 supervise children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.
- 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 young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- The parents/carers may or may not attend church and it is important therefore they have been given information about the group including contact telephone numbers. It may also be useful for the church/organisation to issue formal identification.

Below are suggested ratios of adults to children, recommended for all activities with children and young people.

Table 2 - recommended minimum staffing levels

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

- The level of personal care (e.g. toileting) must be appropriate and related to the age of the child whilst also accepting that some children have special needs.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

## Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- 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 personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.

- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

## **Mentoring**

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

- The parents of all young people involved in mentoring will sign a letter to say they are aware that the mentoring is happening and who it is with.
- A mentoring meeting should have an agreed start and end time, and someone should be aware that you are meeting.
- Keep a basic record of dates of significant meetings, text messages and emails.
- Appropriate boundaries regarding times and demands should be in place, i.e. not phoning during the night, etc.
- A written record should be kept of issues/decisions discussed at meetings.

## **Visiting Children or Young People at Home**

It is unlikely that workers will need to make a pastoral visit of children and their families at home on behalf of Emmanuel Baptist Church. If a situation occurs where it is needed, then it can only be done with agreement of one of the Leadership Team.

## **Children with Special Needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age-appropriate way.

It is good practice to speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.



## **Children with no adult supervision**

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

- Welcome the child and try to establish their name, age, address and telephone number, and record their visit in a register.
- Ask the child if a parent/carer is aware of where they are. Phone and make contact.
- On leaving, give the child a consent form and explain it needs to be filled in and brought back next time.
- Without interrogating the child, you will need to find out as soon as possible whether they have any special needs (e.g. medication) so that you can respond appropriately in an emergency.

## **Peer Group Activities for Young People**

All youth activities will be overseen by named adults who have been selected in accordance with agreed 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 readily available on the premises when peer-led activities take place.

## **Electronic Communication**

### **Modern Technologies and Safe Communication**

A worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use.

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

On the general consent form parents/carers sign to agree that the young person (11-18) can receive such communications.

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

All young people need to be aware of the protocols that workers follow in relation to email, messenger services, social networks and mobile phones including texting. It is important to remember that as well as the parent/carer, young people will have

a right to decide whether they want a worker to have their email address or mobile telephone number and will not be pressurised into divulging information they would rather keep to themselves.

## Email

Email is sometimes used by workers to remind young people about meetings. If email is being used workers, ensure messages are in the public domain by copying each message to [youthminister@emmanuelbc.org.uk](mailto:youthminister@emmanuelbc.org.uk) or preferably go through the office directly. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

## Communicating using Instant Messaging

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and keep a log of any significant communication stating with whom and when they communicated.

## Mobile Phones

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

- All mobile phone use will be primarily about information sharing.
- Workers should keep a log of significant conversations/texts.
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should not take photos on their personal equipment.

## Social Networks

If a worker allows their personal site to be accessed by young people.

- It is essential that all content including photos is suitable.
- Be aware of age limits on social network sites.
- All communication should be kept in the public domain.
- Copy other workers into communication if needed to keep transparency.

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

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

## **Working with adults at risk**

### **Premises**

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

### **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).

## Worship

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible, by for example:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

## Insurance

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

## 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 leadership team, who should decide whether the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.

- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

### **Photographs**

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

### **Computers**

Designated work computers should be used wherever possible for EBC activities.

### **Record keeping**

It is good practice to record pastoral visits or meetings, noting the date, time, location, 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 allegation concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

### **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:

- 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.
- Workers should be aware of the dangers of dependency within a pastoral relationship.



- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies and get further help when working with situations outside of their expertise or role.

# Safe practice and safe premises

Ref: Chapter 14 p64 Safe to Grow

## Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms.

The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them.

## Health and Safety

All activities for children and young people will comply with the Church's current health and safety policy with attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's groups will be properly maintained. A representative from the children's / young people's work teams will take part in the annual health and safety review to consider all aspects of safety for all children and young people using the premises.

## 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 control. In addition, it is a legal requirement that all group leaders/responsible persons be familiar with the emergency procedures in the event of fire.

## First Aid

Emmanuel Baptist Church has several trained First Aiders. There is a list showing who they are in the office. There are first aid kits in each kitchen and the office, as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

The church administrator ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the church administrator.

### **Supervision of groups**

The person responsible for a group/activity you must sign in the book in the office at the start and end of that activity so that it is apparent who the 'responsible person' for that activity is – even if you were already in the building or are staying on afterwards. You also need to make sure that you keep a register so that you know who is on the premises.

### **Food Hygiene /Health and Hygiene**

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.)

### **Transporting Children**

These guidelines will apply to all drivers involved in the transportation of children and young people, on trips organised by or on behalf of the Church. They do not apply to private arrangements for transportation made, for example, between parties with parental responsibility.

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible drivers will pick up and drop off at pre-arranged places.
- Seat belts should always be worn, and proper child seats and child restraints should be used for you children in accordance with the law.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of

transporting people for the church. 'Business use' cover may be required. The response of the Insurance Company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.

- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

## **Risk Assessment**

Before undertaking any activity, the activity leader will ensure that a risk assessment is carried out and it is advisable to appoint someone specifically for this task.

## **Insurance**

Residential activity/camp organisers will ensure with the church treasurer that there is adequate insurance cover for the event activity. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance.

## **Outings and overnight events**

- Before undertaking any outing or overnight activity a special risk assessment must be carried out.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for each overnight activity.
- There will be leaders with first aid and food hygiene certificates with the group.

## **Sleeping Arrangements (Outings and overnight events)**

Arrangements for residential holidays will be considered carefully. Workers will not share sleeping accommodation with fewer than three children. It may be acceptable for workers to share sleeping accommodation with children/young people in a large dormitory or on an activity such as youth hostelling where it is customary practice. Arrangements will be age-appropriate, provide security for the

child/young person and be safe for children/young people and workers. The activity leader will ensure that parents understand what the arrangements will be.

### **Adventurous Activities (Outings and overnight events)**

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers 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 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

### **Fire Safety (Outings and overnight events)**

The residential activity/camp organisers will have a fire safety procedure, which will include the following:

- Everyone will be warned of the danger of fire. If the residential activity/camp is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day of the residential activity/camp.
- 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. It will also 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 (Outings and overnight events)**

At all times, it is the responsibility of the workers to know the whereabouts of every child/young person participating in a residential activity/camp and this may include monitoring access on and off the site.

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

# Safe community

Ref: Section 15 p78 Safe to Grow

## Bullying

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

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

Bullying can take many forms including:

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

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

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

Bullies can be:

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

- Children and young people bullying adults

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

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

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

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

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

## **Working with Offenders**

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

When it is known that a person who has been convicted of sexually abusing children or young people in Emmanuel Baptist Church, it is important that their behaviour



within the church community is properly managed and that a contract is put in place. There are also times when it will be appropriate to take such measures with a person who has faced a series of allegations about the sexual abuse of children and young people but has never been convicted (such allegations may be revealed on an Enhanced DBS Disclosure under relevant non-conviction information).

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

In determining the details of the contract:

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

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

- Will identify the meetings the person may attend
- Will specify that they will always sit apart from children and young people
- May ask that they are always accompanied by a befriender on church premises
- Will require the person not to attend small group meetings where children or young people are present

- Will require that the person declines hospitality where there are children or young people
- Will state that the person will never be alone with children or young people while attending church functions
- Will require the person to stay away from areas of the building where children or young people meet.

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

# Procedures for responding to concerns

Ref: Chapter 11 p37 Safe to Grow

## Stage 1

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

The person with the concern has a duty to **RECORD AND REPORT**

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

If a person is in imminent danger of harm a referral should be made to the police or Social Services without delay

## Stage 2

The Designated Person receives the report of a concern: -

The Designated Person has a duty to **REVIEW AND REFER**

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

**If a person is in imminent danger of harm a referral should be made to the police or Social Services without delay.**

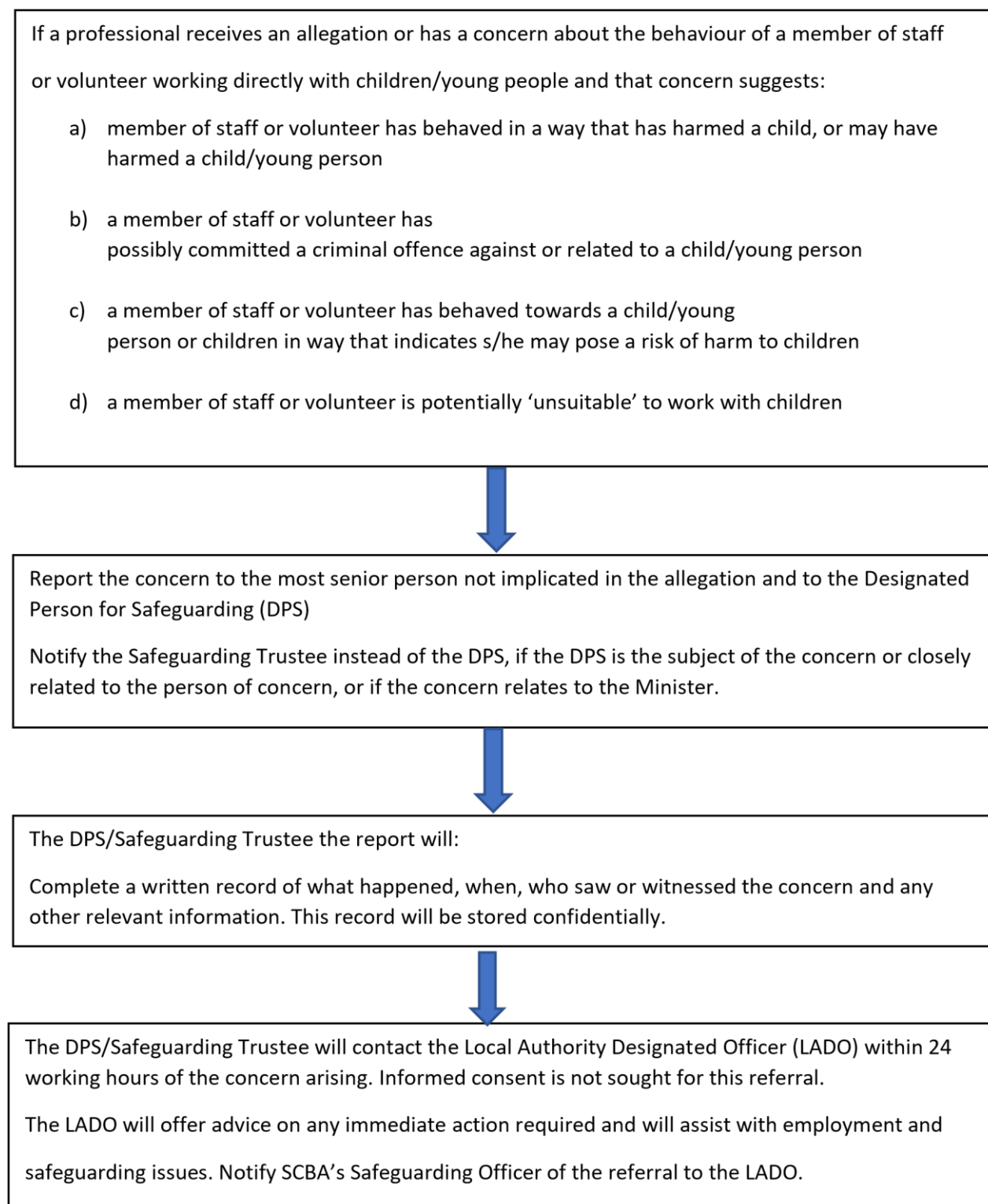
## Stage 3

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

The Designated Person, the Safeguarding Trustee and the Minister may have a duty to **SUPPORT AND REPORT**

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made reports may need to be made to the DBS or Charity Commission.

Table 3 - SCBA Flow Chart Re Concerns/Allegations About Workers/Volunteers



# Volunteer Helper Application Form

In accordance with National Guidelines and legislation the church seeks to safeguard all children, young people and vulnerable adults who are involved in activities it organizes. As a volunteer helper with Emmanuel Baptist Church, it is vital that you play your part in this process. All information will be kept confidentially by the church unless requested by an appropriate authority.

As a volunteer helper you must: Complete this form, complete a DBS disclosure application, read and follow any relevant policies/guidelines in place and undertake relevant training as required.

Name	
Address	
Telephone no	
Mobile no	
Email	
How long have you lived at this address?	
If less than 12 months, please give your previous address	
If you have attended Emmanuel Baptist Church for less than 12 months, please give the name and address of your previous church	

Please tell us something of yourself – It is particularly helpful to know why you would like to volunteer, any special interests and skills you have, and previous experience of working with similar groups. Where appropriate name the church or group and the dates. (If there is not enough space, continue another sheet).

Have you any relevant qualifications or appropriate training?

Do you suffer, or have you suffered, any illness which may directly affect your work with children, young people or vulnerable adults? YES/NO If yes, this will be discussed in confidence.

Please supply the names, addresses and phone numbers of 2 people who know you well and who will be able to give a personal reference. Please state in what capacity you are known to them.

Reference 1	
Reference 2	

Working with children, young people and vulnerable adults as a church volunteer you share the responsibility to ensure their safety. We therefore ask you to sign the following declaration.

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

If YES, please give details	
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All convictions must be disclosed, as the provision of the Rehabilitation of Offenders Act 1974 does not apply.

Signed

Dated



# Parental Consent Form

This form is for use for activities taking place on church property, both inside and in outside spaces. All activities will be supervised by Emmanuel Baptist Church Youth/Children's Workers who have DBS Disclosures and work according to the church's Safeguarding Policy.

Event/Activity		
Date: (May be range)		
Full Name of Child/Young Person		
Name the Child is Usually Known by		
Date of Birth		
Any Known Medical Conditions, Allergies or Dietary Needs		
Any Medication the Child/Young Person will have with them (e.g. inhalers)		
Name of Parent/Carer		
Contact No		
I hereby give permission for my child to take part in the above event/activities.		
Do you consent to photos being taken of your child for local display or publicity?	Yes	No
Do you consent to un-named photos being used on the church website?	Yes	No
<u>Do you consent to your child receiving authorized electronic communications from the church related to the above activity/event?</u>	<u>Yes</u>	<u>No</u>
In an emergency, if I cannot be contacted, I give permission for my child to receive first aid or necessary hospital treatment, including anaesthetic.		
Parent/Guardian to sign and print name		
Date		
<u>Date review required</u>		

# EBC Accident Form

Full name of injured person and age if under 18	
Date/Time of accident	
Did the accident occur within a structured activity/meeting? If so, which meeting?	
Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.	
Names of any witnesses to the accident	
Name of First Aider	
What treatment or advice was given?	
Items used from First Aid Kit	
Was it necessary to call the Emergency Services or take or send them for further treatment? Give details	
Any Recommendations to the Leadership Team in light of this accident?	
Injured Person/Parent/Guardian signature	
First Aider signature	

# EBC Incident reporting form

Activity or Event	
Date and Time	
Leaders Present	
Any other activities or people in the building or at the event?	
Details of Incident What happened, when did it happen, who was involved, who witnessed it?	
Response to Incident What did you do, who did you tell, how else did you or will you follow this up?	
Sign & Print Name	
Date	
Action Taken by Designated Person or Member of Leadership Team	
Sign & Print Name	
Date	