



*'Seeking God's renewal for our church, our
community and our city'*

Safeguarding Policy

Version 1.0

Document Date: Approved June 2022

To review: Annually

Pinhoe Road Baptist Church

157-165 Pinhoe Road

Exeter

EX4 7HZ

*If you require help in the interpretation of this policy, contact
admin@prbc.org.uk*

If this document has been printed, please note it may not be the most up-to-date version. For the current version, please contact admin@prbc.org.uk

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INTRODUCTION

This document sets out safeguarding policy, procedures and best practice to provide a clear framework for the church as we welcome and work with children and adults at risk. It is divided into four sections:

- 1) **Safeguarding Policy Statement** – a statement of how the church will seek to safeguard children and adults at risk
- 2) **Safeguarding Procedures** – providing a clear outline of the reporting procedures the church has a duty to follow in response to any safeguarding concerns
- 3) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding on a day to day basis in church life
- 4) **Appendices** – a section full of useful contacts, documents and detailed information on procedures.

Annual Review

The Safeguarding Trustee and/or the Designated Person for Safeguarding, on behalf of the trustees, should ensure that an annual review of this policy takes place, considering the following:

- any new legislation or guidance which requires the policy and procedures to be amended
- any concerns or incidents during the year and how they were handled
- any new work with children and/or adults at risk which needs to be written into the procedures
- any change of workers or office holders that may affect the procedures
- compliance with appointments procedures
- training undertaken and planned
- measures taken to ensure that all connected to the church are made aware of the procedures for expressing concerns

Following the review, a report will be made to the trustees and to the AGM.

DEFINITIONS OF TERMS

The term 'child' or 'children' refers to anyone under the age of 18 years.

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

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

SUMMARY OF RESPONSIBILITIES

Managing Trustees

The trustees of the church are ultimately responsible for ensuring that this policy is implemented and resourced in the church. They have a duty of care to the children and adults at risk who are involved in the life of the church. Should there be an incident that gives rise to an investigation, it will be the trustees who will be deemed to be responsible for the outworking of the church's policy and procedures. It will also be the trustees who will be held responsible for any legal obligations arising from government guidelines for safeguarding. Therefore, all trustees should be fully conversant with the church's safeguarding policy. The trustees should:

- have a mechanism for monitoring or reviewing the policy
- give support to those who are working with children and adults at risk
- ensure that the training needs of workers are met
- make appropriate budget provisions for the training of workers
- find ways of communicating the policy to all within the church

The trustees may delegate much of the work involved in implementing the policy to others within the church. This does not, however, mean the delegation of their responsibility. The ultimate responsibility for the church's safeguarding policy will always remain with the trustees.

Safeguarding Team Leader

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

- to ensure that there is a due process in place to update the safeguarding policy and procedures
- to monitor the implementation of the policy and procedures on behalf of the trustees
- to ensure that the policy and procedures are reviewed annually and to present the report of the annual review to the trustees and the Annual General Meeting
- to receive reports from the Designated Person for Safeguarding regarding any safeguarding incidents in the life of the church, keeping the trustees informed as appropriate

Designated Person(s) for Safeguarding

Appointed by the Church Meeting this person will take a key role in helping the church to respond appropriately to any concerns that are raised about the safety or well-being of children and adults at risk. This should, as far as is possible, be someone with relevant knowledge and skills for the role, or someone who is willing to develop such understanding and skills. The Designated Person can work as part of a team, but one person should take the lead in the team and be the named person for the role. The Designated Person's role is to:

- receive and record information from anyone who has safeguarding concerns
- assess the information promptly and carefully, clarifying or obtaining more information if needed
- consult with outside bodies to discuss concerns where appropriate

- make a formal referral to the Multi Agency Safeguarding Hub (MASH) or the police if appropriate or advised
- inform both the Safeguarding Trustee and the Minister of any referral, as appropriate
- report as appropriate to the Charity Commission and the Disclosure and Barring Service
- be the link between the church and the South West Baptist Association for safeguarding matters

Ministers

As trustees, ministers share the general responsibility for the implementation of the church's safeguarding policy. In addition, ministers will have particular pastoral responsibilities. Because of these responsibilities the minister should:

- be made aware of any safeguarding and child protection issues within the church
- take responsibility for ensuring that appropriate pastoral support is provided in the context of any safeguarding investigation. In these circumstances the minister's responsibility is to offer pastoral leadership to the whole church community. It may not be appropriate for the minister to offer pastoral care directly to those involved, but to ensure that the pastoral needs of all are being met.
- recognise that it is not possible nor appropriate for one person to offer pastoral care to both an alleged victim and an alleged perpetrator of abuse
- understand that church communities can easily become polarised in these situations and it is important for the minister to be able to take a role that seeks to hold the church together

Wherever possible, the minister **should not** be either the Designated Person for Safeguarding nor the Safeguarding Trustee.

Workers with children and adults at risk

All workers should take personal responsibility for implementing the policy. Each should:

- be familiar with and implement the guidelines for good practice
- follow the agreed code of behaviour when working with children and adults at risk
- be aware of possible signs of abuse
- know what to do if a child or adult at risk discloses abuse
- know what to do if an allegation is made about a fellow worker
- know who to speak to if they have any suspicions or concerns

Leaders of groups and ministries

As well as sharing the workers' responsibilities described above, these leaders will also need to:

- have awareness and follow correct procedure when appointing new staff / volunteers
- understand the principles of good supervision
- know what to do if one of their workers shares a concern about a child or adult at risk
- how to access pastoral support for workers

Members and Attendees

All church attendees have a part to play. It is the responsibility of all within the church community to ensure there is a welcome for children and adults at risk and an intolerance of all that brings them harm.

SECTION 1 – SAFEGUARDING POLICY STATEMENT

SAFEGUARDING POLICY STATEMENT FOR PINHOE ROAD BAPTIST CHURCH

Our vision

Seeking God's renewal for our church, our community and city.

In fulfilling this vision, we:

- Welcome children and adults at risk into the life of our community
- Run activities for children and adults at risk
- Make our premises available to organisations working with children and adults at risk

Our safeguarding responsibilities

The church recognises its responsibilities in safeguarding all children, young people and adults at risk, regardless of gender, ethnicity or ability.

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly. In pursuit of this, we commit ourselves to this policy and to the development of sound procedures to ensure we implement our policy well.

- **Prevention and reporting of abuse**

It is the duty of each church member to help prevent the abuse of children and adults at risk, and the duty of each church member to respond to concerns about the well-being of children and adults at risk. Any abuse disclosed, discovered or suspected will be reported in accordance with our procedures. The church will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment, support and supervision of workers**

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

- **Respecting children and adults at risk**

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

- **Safer working practices**

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

- **A safer community**

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

Safeguarding contact points within our church

The church has appointed the following individuals to form part of the Safeguarding Team:

Rowan Roberts, Designated Person for Safeguarding (DPS)

Rowan 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.

Phone number: 01392 411854

Email address: safeguarding@prbc.org.uk

(Full name), Deputy Designated Person for Safeguarding (DDPS)

(First name) will assist the Designated Person for Safeguarding (DPS) in helping 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.

Phone Number:

Email Address:

Jean Salt, Safeguarding Team Leader

Jean 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.

Phone number: 01392 661031

Email address: safeguarding@prbc.org.uk

Our church minister is also an important part of the Safeguarding Team. Where possible, the Safeguarding Team will work together if and when issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently and prominently in the church with copies available in the church office and on our church website.
- Each worker with children and/or adults at risk will be given access to the Code of Behaviour and will be asked to sign annually to confirm that they will follow them.
- Relevant elements from the Safeguarding Policy comprise our Standard Operating Procedure documents to ensure all risk assessments for activities/events are in line with Safeguarding Policy requirements.
- Risk Assessments are viewed by the Safeguarding Officer.
- A full copy of the policy and procedures will be made available on request to any member of, or other person associated with the church.
- The policy and procedures will be monitored and reviewed annually, and any necessary revisions adopted into the policy and implemented through our procedures.

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

This Policy was adopted by the Church Members' Meeting held in

Date of last review:

Signed

Revd George P Baker
(Minister)

Bruce Macpherson
(Church Secretary)

SECTION 2 - SAFEGUARDING PROCEDURES

2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

2.1.1 What to do if Abuse is Suspected or Disclosed

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a range of settings, by those known to them or, more rarely, by a stranger. There are many ways in which people suffer abuse. For more information, please see [Appendix 1](#).

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

the procedures for responding to concerns laid out in this document **must** be followed.

Do not:

- dismiss your concerns
- ignore or dismiss concerns about a professional or a colleague
- confront the adult about whose behaviour you have concerns
- take responsibility for deciding whether or not abuse is taking place
- investigate allegations
- take sole responsibility for what has been shared or any concerns you may have

In the event of a disclosure, where someone tells you about harm or abuse they are suffering:

Do not:

- promise confidentiality
- show shock, alarm, disbelief or disapproval
- minimise what is being said
- rush or interrupt them to ask more questions than you need to
- ask probing or leading questions, or push for more information
- offer false reassurance
- delay in contacting the DPS
- contact the alleged abuser

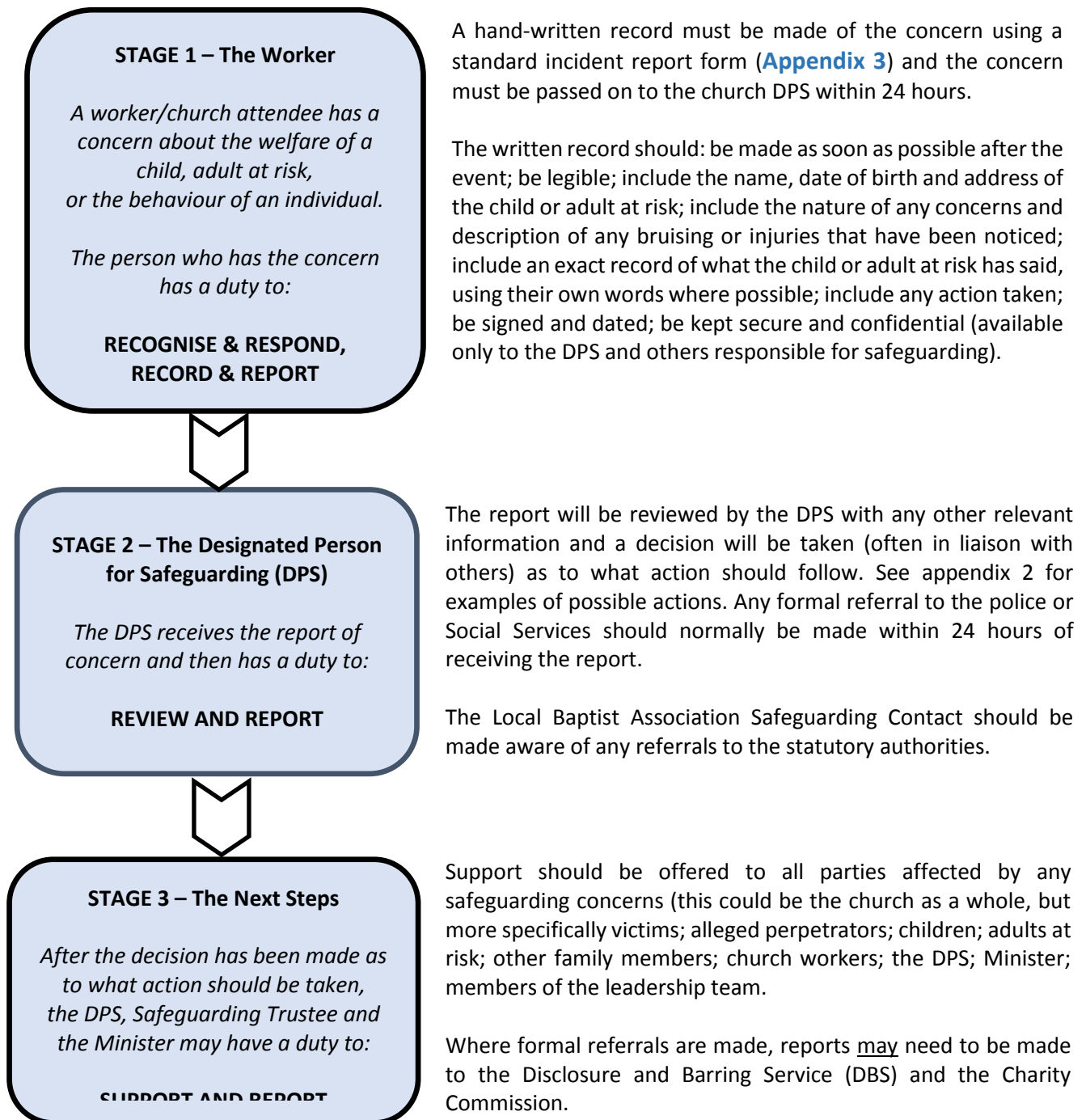
- investigate the incident any further
- leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be
- pass on information to those who don't need to know; not even for prayer ministry

Do:

- as far as is possible within safeguarding guidelines, create a safe environment in which the person can share their concerns
- listen carefully to and acknowledge what is being said, allowing time to say what they want
- try to be reassuring & remain calm
- be aware that a child or young person may be frightened and that they may have been threatened if they tell anyone what has been happening to them
- remember that most children feel loyalty to their parents and other significant people in their lives and often find it difficult to say things to their detriment
- 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
- tell them that:
 - they were right to tell you;
 - you are taking what they have said seriously;
 - it was not their fault;
 - that you would like to pass this information on to the appropriate people, with their permission
- be open and honest
- give contact details for them to report any further details or ask any questions that may arise
- make notes as soon as possible afterwards using the speaker's own words and recording any questions that you asked to prompt for a response

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](#).



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.

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child, the church worker (paid or voluntary) should:

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

It is not your role to decide whether someone has mental capacity and is therefore able to make decisions that impact on their safety and well-being. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS knows that the person concerned has not given consent for the information to be passed on.

The Care Act 2014 provides helpful guidance on these situations:

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

The DPS will consider all the information to hand and decide whether it is appropriate for the information to be reported to the statutory authorities (see appendix 2 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 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.

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

- 1) When an allegation of abuse has been made do not approach the alleged perpetrator about it
- 2) Follow the usual safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Once the allegation has been reported to the DPS they can liaise with the relevant statutory authority
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example, suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those

directly involved in safeguarding; not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator.

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 DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the 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 or a member of their families should be raised with the Minister.

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

2.1.5 Abuse of Trust

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust.

While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and exploits that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great. When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people,

such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

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

- 1) Do not approach the person about whom the allegation has been made or their parents / carers
- 2) Follow the church's safeguarding procedure: **Recognise, Respond, Record, Report**
- 3) Seek advice from the DPS, who will speak to the police or social services about when to inform a parent. The DPS will also seek advice about what steps need to be taken to ensure the needs of both the victim and alleged perpetrator are met; this may include placing the child or adult at risk on a Safeguarding Contract or equivalent (see section 3.4: Safer Community / Working with Alleged or Known Offenders)
- 4) Make sure there is pastoral support in place for the child or adult at risk throughout the process involved.

2.1.7 Pastoral Care

Following an allegation / suspicion

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

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

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

Consideration should be given by the church to ensure that no one person is responsible for dealing with safeguarding issues without the support of others.

Supporting those who have experienced abuse

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

We recognise it is important that those who have experienced abuse:

- Are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them.
- Know that God loves them unconditionally, and that nothing can or will change this truth.
- Can be confident that those in the church community who know about the abuse are with them on their journey – no matter how long or difficult that journey may be.

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

2.2 SAFER RECRUITMENT

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

As a church, we are committed to safer recruitment practices. When recruiting both paid and volunteer church workers, the following process will be applied:

- Each position will carry a clear role profile
- When advertising a role which involves working with children or adults at risk we will make it clear that any appointment is subject to a DBS check
- All applicants will be asked to complete an application and self-disclosure form
- Shortlisting of applicants will be carried out by at least two people, including the line manager or group leader directly overseeing the role being recruited for
- Interviews will be carried out by at least two people, including the line manager or group leader;
- References, a safeguarding agreement and an enhanced DBS check must be completed satisfactorily before the appointed person starts in their role
- Anyone continuing in a role will be subject to renewed DBS checks every three years

Further details of the recruitment process may be found in [Appendix 4](#).

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

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

Training

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

Young leaders under 18 years of age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders 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 leaders need to be counted as children, not leaders. The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age. Young leaders will not be appointed to lead their own peer group nor the peer group immediately below to help safeguard against blurred relationships and the abuse of trust.

2.3 SAFER BEHAVIOUR

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

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not encourage contact that is overly physical or any behaviour that could be considered sexual in nature.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

- Do not invade the privacy of children when they are using the toilet or showering.
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Intimate care should be carried out by a parent or carer. Where this is not possible, it must always be carried out with the aid of, or in the presence of, a second worker.
- Avoid rough games involving physical contact between a worker and a child.
- Avoid sexually provocative games.
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Only invite children and young people to your home or on trips in groups and always make sure that another worker is present.
- Notify the DPS of any children's trips which take place in the name of the church. Parental permission must always be sought.
- Do not give lifts to children or young people on your own. Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

No one should be left working alone with children, young people or adults at risk, or where their activity cannot be seen by others. At least two workers should be present before external doors are opened for an event and at least two should remain until the last attendee has left the premises. If there are insufficient workers for a minimum ratio of two workers per group of children or adults at risk:

- communicating doors should be left open so that the group are in the sight and sound of other workers, or groups should work in the same room
- consider whether you could combine groups together or rearrange planned activities
- if none of these are feasible, the group activity should not take place

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
- keep internal doors open and, if possible, immediately gain the attention of another worker on the premises
- when there is no other worker on site, immediately phone an appropriate adult to report the situation. Someone should be found who is able to come and join the worker to alleviate the situation as soon as possible
- make a written report of the situation immediately afterwards to the DPS

If a child or adult at risk wants to talk on a one-to-one basis:

- the worker should insist another worker is present if they believe such a conversation would compromise their position (for example, because the young person/adult at risk has developed an inappropriate attachment to the worker)
- the conversation should be held in a quiet corner of a room where other people are present.
- if the conversation takes place in a separate room, the door must be left open and the participants must remain in clear sightline of it
- another worker must be present in the building and the child/adult at risk should know that they are there
- another worker in the building should know where and when the conversation is taking place
- a worker should set an agreed time limit prior to the conversation and stick to it. It is the responsibility of the worker to set this ground rule and to end the session at the designated time. Make another appointed time to continue if necessary, considering all the points above

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. See section [3.2.1](#) for recommended ratios. The only adults allowed to participate in activities for children and adults at risk 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.

SECTION 3 - BEST PRACTICE GUIDELINES

The church is in an amazing position in society, with the opportunity 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 they are working with. Whilst some sections particularly refer to adults or children, some aspects of good practice will overlap.

3.1 SAFE PRACTICE AND SAFE PREMISES

3.1.1 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. Further details can be found in [Appendix 5](#).

3.1.2 Health and Safety

All activities for children, young people and adults at risk will comply with the church's current health and safety policy and will be conducted in accordance with *Guidelines for users of Pinhoe Road Baptist Church*, with particular attention paid to the sections on Fire Action, First Aid, PAT testing, Health and Safety, Lone Working, Safe Manual Handling and Kitchen and Food Hygiene.

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

Buildings being used for children's and adult at risk groups will be properly maintained. A representative from the teams involved will take part in an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

Risk assessments will be completed for all activities organised by the church, with further assessments made at least annually for ongoing activities. Risk assessments will be recorded and securely stored in the church office.

3.1.3 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.

3.1.4 First Aid

Our church has a number of trained First Aiders and there is a list showing who they are on the noticeboard. All church groups should ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities, as far as reasonably possible.

We have two first aid kits (one for adults and one for under 18s) as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. There is also an additional first aid kit for external events. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

3.1.5 Supervision of Groups and Record Keeping

The leader of a group/activity involving children or adults at risk must sign in at the start and end of each session 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 take a register of attendees and helpers so that you know who is on the premises. Registers will be kept in accordance with data protection regulations and retention schedules as a record of which children attended and who worked with them. The leader is also responsible for the de-brief following a session, taking this opportunity to encourage good safeguarding practice as outlined in this policy and highlighting any behaviour which is out of step with good practice and could be a potential source of risk. Any such shortfall in good practice should be recorded in the group's incident record along with any remedial action taken. A copy of this record should be given to the Designated Person for Safeguarding.

3.1.6 Food Hygiene

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

3.1.7 Risk Assessment

When appropriate, before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. For advice and guidance on completing risk assessments please contact the elders.

3.1.8 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre it is also important to establish that there is appropriate public liability insurance in place.

3.1.9 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 road worthy.
- 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; make sure they are collected by an appropriate adult.
- Workers should avoid being 1:1 in vehicles when transporting a child as part of a church role. There should be two workers, or more than one child in the vehicle at any given time.

3.1.10 Hiring of Church Premises

The responsible adult for an activity held at Pinhoe Road Baptist Church must attend a training session based on the Baptist Union of Great Britain ***Guidance Leaflet PC10: Hiring of Church Premises***.

When Pinhoe Road Baptist Church's premises are hired by outside groups who work with children and young people it is a condition of hire that they have a safeguarding children policy and procedures in place, based on the Home Office recommendations 'Working together to Safeguard Children, 2015'

It is not Pinhoe Road Baptist Church's responsibility to ensure that the group hiring church premises properly implement those policies. This responsibility lies with the group themselves and their trustees. However if the church becomes aware that such a group is not following appropriate safeguarding procedures and that children and young people are being placed at risk then the church reserves the right to terminate the hiring agreement.

These guidelines also apply to users of the premises working with groups which may include adults at risk.

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

3.2 WORKING WITH CHILDREN

3.2.1 Ratios

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 disability, behavioural and developmental issues, or other special needs which may require 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. Consideration should be given to ensure an adequate number of workers are present should an emergency arise. Consideration should also be given to the gender balance of the team of workers so that both male and female workers are available for each session.

Where the recommended minimum ratio of workers to children cannot be met, the activity should not take place. Such circumstances should be recorded in the group's incident record.

3.2.2 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. Some children may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children/young people with special needs and find out from them how best to assist the child or young person.

3.2.3 Visiting Children or Young People at Home

It is unlikely that workers will need to make pastoral visits to children and their families at home on behalf of the church. If a situation occurs where it is needed then it should be done in pairs, and with the prior agreement of the Minister.

3.2.4 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.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. 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.

In the life of any church there are occasions and situations where it is not immediately clear who is taking responsibility for children and young people. Is it the children's and youth workers or the parents/carers who are also on the premises? Such questions may need clarification in the following circumstances:

- before and after church services
- all-age services
- social events organised by the church but open to the whole church community
- rehearsals for productions that might include children, young people and adults

Wherever possible it should be made clear when representatives of the church are taking responsibility for the welfare of children and young people, and when they are considered to be in the care of parents/carers. Good and clear communication with is vital so that misunderstandings can be avoided.

3.2.5 Mentoring

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

- The worker will check proposed arrangements with the Designated Person or Safeguarding Trustee before engaging with the young person.
- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed public places and should be in view of other people, and at appropriate times (not late in the evening, or when the mentee should be in school).
- A mentoring meeting should have an agreed start and end time and an appropriate adult (a line manager, for example) should be aware that the meeting is taking place and where it is being held.
- A basic record should be kept of dates, times and places of meetings and any text messages or emails. The Minister or line manager and/or Designated Person should have sight of this in regular supervision.
- Appropriate boundaries should be put in place in regard to times and demand, ie not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings.
- The worker must understand the boundaries of confidentiality and their responsibility to pass on appropriate information if they believe any child to be at risk of harm. This must be made clear to a young person at the beginning of any one to one work.

3.2.6 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.

3.2.7 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.
- Regardless of perceived appropriateness outside the context, the church will not condone relationships of a romantic or sexual nature between leaders of any age and the young people of any age under their leadership. Should such a situation occur, the leader will be required to immediately relinquish the leadership role.

3.2.8 Electronic Communications - Cyber Safety

Modern Technologies and Safe Communication

A worker's role description will include an acknowledgement and approval of technologies such as email, social networking and mobile phone communications as a legitimate means of communicating with young people. It should also include the expectations of the church in relation to their use. Only appointed workers will use electronic communication to contact young people on behalf of the church or any of its affiliated groups or ministries. On the general consent form, parents/carers sign to agree that the young person can receive such communications. These forms of communication should only be used between the hours of 0800 and 2200.

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 and should not be pressured otherwise.

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 Baptist Union of Great Britain **Cyber Safety Guide**, which can be found on their website.

Where a young person in need or at a point of crisis uses electronic communication to contact a worker, the conversation needs to be saved and kept with a log of date, time and who was involved.

Workers should not share personal information with young people, nor should they request or respond to any personal information from a young person other than that which is appropriate and necessary as part of their role.

Email

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Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated 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.

Communicating using Instant Messaging (e.g. Snapchat, WhatsApp, Instagram)

Instant messaging should be kept to an absolute minimum. Workers should save significant conversations and keep a log stating with whom and when they communicated.

Mobile Phones Workers need to take care in using 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'.
- Paid workers will be issued with a mobile phone under a contract that provides itemised billing.
- 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

- Lower age limits for social networking sites must be adhered to.
- Workers should have a site that is used solely for youth work communications and is totally separate from their own personal site. This is to ensure that all communication with young people is kept within public domains. The site should be monitored by another adult outside the youth work who has up to date DBS checks and Level 2 safeguarding training.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers 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.
- Workers must regularly and frequently monitor site content, taking timely and appropriate action should there be any inappropriate posts or comments.

Taking Videos and Photographs of Children

Please refer to 3.5 Photography and Video

3.2.9 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 using the Standard Operating Procedure Templates provided.. For overnight stays, this must include a check of the venue's insurance cover to find out any limit on numbers.
- A copy of the risk assessment along with relevant and up to date emergency information should be available to all workers. This information should include such things as mobile numbers for the team of workers, an out of hours contact for the venue and the location of the nearest A & E department.

- Parents will be informed in writing of all the arrangements for the event.
- Consent forms will be obtained specifically for the event and activities involved.
- There will be workers with first aid and, where appropriate, food hygiene certificates at the event.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. A venue must provide sufficient accommodation for all those involved and adequate toilet and washing facilities to facilitate good safeguarding practice. It may be acceptable for adult 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 and there is more than one adult worker per room. Workers will not share sleeping accommodation with fewer than three children. Workers under the age of 18 are children and will be treated as such in these arrangements; these workers will not share accommodation with other children unless accompanied by more than one adult worker. Where accommodation is shared, provision must be made for the privacy of children, young workers and adults when dressing and undressing; this should not happen in a space shared by any two of these groups. Arrangements will be age and gender appropriate, provide security for the child/young person and be safe for everyone involved. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

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 1996, 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:

- Checks to ascertain if buildings used as accommodation comply with fire regulations and the location of the relevant firefighting equipment.
- 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.
- 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).
- It is advisable to inform the local fire brigade of larger scale events and/or those where venues being used for overnight accommodation are not specially designated for this purpose.

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. Children in larger groups should be allocated to an adult worker in small groups and each worker should know which children are in the group they are responsible for. When travelling in separate groups, adult workers should make the outward and return journey with the same group of children to minimise the risk of a member of the party being missed on departure or return. 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

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.

3.3 WORKING WITH ADULTS AT RISK

3.3.1 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.

3.3.2 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).

3.3.3 Worship

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

- 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.

3.3.4 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.

3.3.5 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 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.

3.3.6 Photographs

Please refer to 3.5 Photography and Video.

3.3.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. We will create a policy specifically for church computer use, including terms and conditions for use as well as what will happen if someone breaches these conditions.

3.3.8 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 allegations, concerns or disclosures should be passed on to the DPS and stored in a safe and secure manner for at least 75 years.

3.3.9 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.

3.3.10 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, using the Standard Operating Procedure Templates provided.
- 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 (ie if they have come along to help generally, but also have a caring role for a member of the group, they can provide personal care for that person).

Activities

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

Safety

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

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

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved. A medical consent form should be completed by each member of the group and held by the leader. This will include any health concerns, emergency contact information and contact details for their GP. This will allow emergency medical personnel to have access to information should the need arise.

Holding and Dispensing of Medication

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

3.4 SAFER COMMUNITY

3.4.1 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. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status.

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

Some examples of bullying that could arise in the church context are:

- Being verbally or physically abusive towards another person
- Isolating or deliberately ignoring someone, or excluding them from group activities
- Spreading rumours and malicious untruths about another person in the church
- Use of email, phone or social media to publicly challenge or undermine someone
- Name calling and personal insults
- Making false accusations
- Sending abusive messages or degrading images via phone, email or social media

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many people affected by bullying, both children and adults, believe they have nowhere to turn. They are scared to speak out and often blame themselves. They can become fearful and reclusive. It is important that churches are able to recognise when bullying is occurring and are prepared to take action to resolve the situation.

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

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

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

- 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 this should be addressed.
- Incidents of bullying may be reported to the statutory authorities in line with the church safeguarding procedures.

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

3.4.2 Working with Alleged or Known Offenders

When someone attending the church is known to have abused children or adults at risk, or a serious allegation has been made, the church safeguarding team will supervise the individual concerned and offer pastoral care, but in its commitment to protect vulnerable groups, will set boundaries for that person which they shall be expected to keep. These will be set out in what is known as a Safeguarding Contract.

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 local Baptist Association Safeguarding Contact.
- 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 make contact with 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 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 local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

A 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.

3.5 PHOTOGRAPHY AND VIDEO – Recording, storing and using images of people

3.5.1 Definition: 'church use'

This policy refers to images created, published or stored for church use. This includes any images created by or for the church in the process of or as an intended record of the activities organised and run in the name of Pinhoe Road Baptist Church; any copies of images given to the church in this context; the church's publication of any of these images.

Some examples: photographs taken of children receiving Bibles as they progress to age appropriate groups; video of Primary presentations; photographs of Holiday Club.

Please refer to **3.5.8 Public space** for guidelines on images created outside this definition.

3.5.2 Safe space:

Unless in the context of a public event (eg. a service of worship, an open day) any form of recording will be for church use only; any other filming or photography will be firmly discouraged.

Care will be taken in every instance to establish that the subject is aware of and comfortable with the recording of their image, and that they understand how the image may be used.

No image of children or young people will be recorded without the written consent of a parent or legal guardian.

3.5.3 Consent:

Church policy on recording, storage and publication of images should be clearly explained to parents/guardians of young people and children attending activities. Their express permission should be obtained before any images are recorded or published.

This consent will normally be sought using a registration form designed to gather relevant information when children or young people become involved in any activity and are deemed to be in our care. This section of the form must briefly and clearly outline church policy, stating that images may be recorded, that they will be securely stored and how they may be used. It must provide a space for clear indication of consent or non-consent along with a signature and date. The form must be signed by a parent or legal guardian at this point, even if it is to be signed again to indicate general approval of the child or young person's involvement in the activity.

3.5.4 Recording images:

Further to the guidelines in **3.5.2 Safe space**, anyone recording images will ensure that they are appropriate for church use and within safeguarding guidelines (not taken, for example, in a room where children are changing into costumes).

Best practice must be followed wherever possible in seeking to record images of children in groups rather than singling out individuals. Clearly there will be times when we wish to highlight an individual, in a photograph of the presentation of a Bible, for example; in such circumstances the context should remain clear and the child or young person should not be isolated.

Any images must be immediately, or as soon as is practically possible, transferred to secure storage (see **3.5.6 Storage**) and any other copies removed from device.

3.5.5 Publication

Images may be used in church newsletters and magazines, on the church website or a related site or displayed on church premises. They may be distributed directly to the children/young people concerned or their parents/guardians. They should not be published or shared in any other way.

Images should never appear with captions or alongside any text identifying children or by name or with any information which would make it possible to name or identify the children.

Images should be securely held in the preparation of any publication or display. Following publication or display of any images, digital copies must be securely stored (see **3.5.6 Storage**) or removed from device.

Wherever it is practically possible, slide shows for projection should be run from a secure storage device.

3.5.6 Storage

Identifying a photo

Photos of children should never be named on display or website with surname or other identifying details (addresses etc).

For photos of adults, it is advisable to name first names only. In some cases, i.e. staff boards etc both names may be required, but verbal permission will be sought.

Storing photos

Once taken, photos should be shared or emailed **as soon as possible** to photos@prbc.org.uk

Photos should then be deleted from your camera or device, and any automated personal online storage

If you require access to photos@prbc.org.uk to use the photos, please speak to the church administrator or pastor.

Deletion of data from storage

On an annual basis prior to the start of each new academic year, photos@prbc.org.uk should be purged, retaining only those photos which still have current value for purposes outlined in the privacy policy.

It is the responsibility of the Data Protection team to ensure this process occurs, though Team Leaders may be involved in the decisions around retention.

3.5.7 Public space

Where events are completely open to the whole community and are likely to give particular opportunity to record images of children and young people (eg. a Primary Sunday School presentation, the CE Christmas play) then the following notice should be given:

“You are welcome to take photographs/video. Please may we remind you that these images should not be posted on Facebook or any other social media or shared electronically in any way. Thank you.”

This notice should be given in all media that notices would normally be given at the event in question; so for a typical service of worship, for example, it would be in the weekly update, projected on the screen and announced from the front.

SECTION 4 - APPENDICES

APPENDIX 1 - UNDERSTANDING AND RECOGNISING ABUSE

Abuse and neglect are forms of maltreatment of a child or adult at risk. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children and adults at risk may be abused in a family, or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or a child or children. There are many different ways in which people suffer abuse. The list below is, sadly, not exhaustive.

Definitions of Abuse

There are four main recognised areas of abuse: physical, sexual emotional and neglect.

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

Additional Definitions

Type of abuse	Definition
Financial	The inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.
Spiritual	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.
Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	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.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults 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. 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 and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	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.
Self-harm	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.
Mate crime	'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.
Modern Slavery	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.
Human Trafficking	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.

Type of abuse	Definition
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

Signs and symptoms of abuse

Whilst it is not possible to be prescriptive about the signs and symptoms of abuse and neglect, the following list sets out some of the indicators which might be suggestive of abuse:

- unexplained injuries on areas of the body not usually prone to such injuries
- an injury that has not been treated/received medical attention
- an injury for which the explanation seems inconsistent
- a child or adult at risk discloses behaviour that is harmful to them
- unexplained changes in behaviour or mood (e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper)
- inappropriate sexual awareness in children
- signs of neglect, such as under-nourished, untreated illnesses, clothing inappropriate to the weather or season, inadequate care.

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

APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child or adult at risk is to RECOGNISE and RESPOND to concerns, make a RECORD in writing and REPORT all concerns to the DPS. If the DPS 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 using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

The record should:

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

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

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

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

STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)

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

The duty to REVIEW

In reviewing the report that is received, the DPS:

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

The duty to REPORT

The DPS will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child or adult at risk is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child or adult at risk in question, asking for continued observation where appropriate.
- Inform parents / carers under certain circumstances, where doing so would not present any further risk of harm. Where there is any question of possible sexual or serious physical abuse the Designated Person should never address the adult(s) concerned directly but should refer their concerns to the police or Social Services. In these circumstances, to take the concern to the alleged perpetrator or their family may place a child at more risk, could make any statutory investigation difficult to pursue because the child may be intimidated.
- 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
 - 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.

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

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

APPENDIX 3 – SAFEGUARDING INCIDENT FORM

This form should be completed by the Designated Person for Safeguarding

Name of church	Pinhoe Road Baptist Church
Contact details of church / organisation	

Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	

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

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

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

When did it happen? (date, time)

Where did it happen? (specific location)

Who was allegedly involved and in what way? (includes witnesses)

ANY ACTION THAT HAS BEEN TAKEN

Yes		No	
-----	--	----	--

Have the carers or parents / guardians been informed? (Please tick)

If so, when and by whom?

Yes		No	
-----	--	----	--

Have the statutory authorities been informed?

If so, please complete the table:

Example:

Authority	Police				
Name	Bobby				
Position	Child abuse officer				
Email contact	bobby@police.com				
Phone contact	077999				
Contacted by	Minister				
Date & time of contact	1.30pm 1/4/15				

Yes		No	
-----	--	----	--

Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

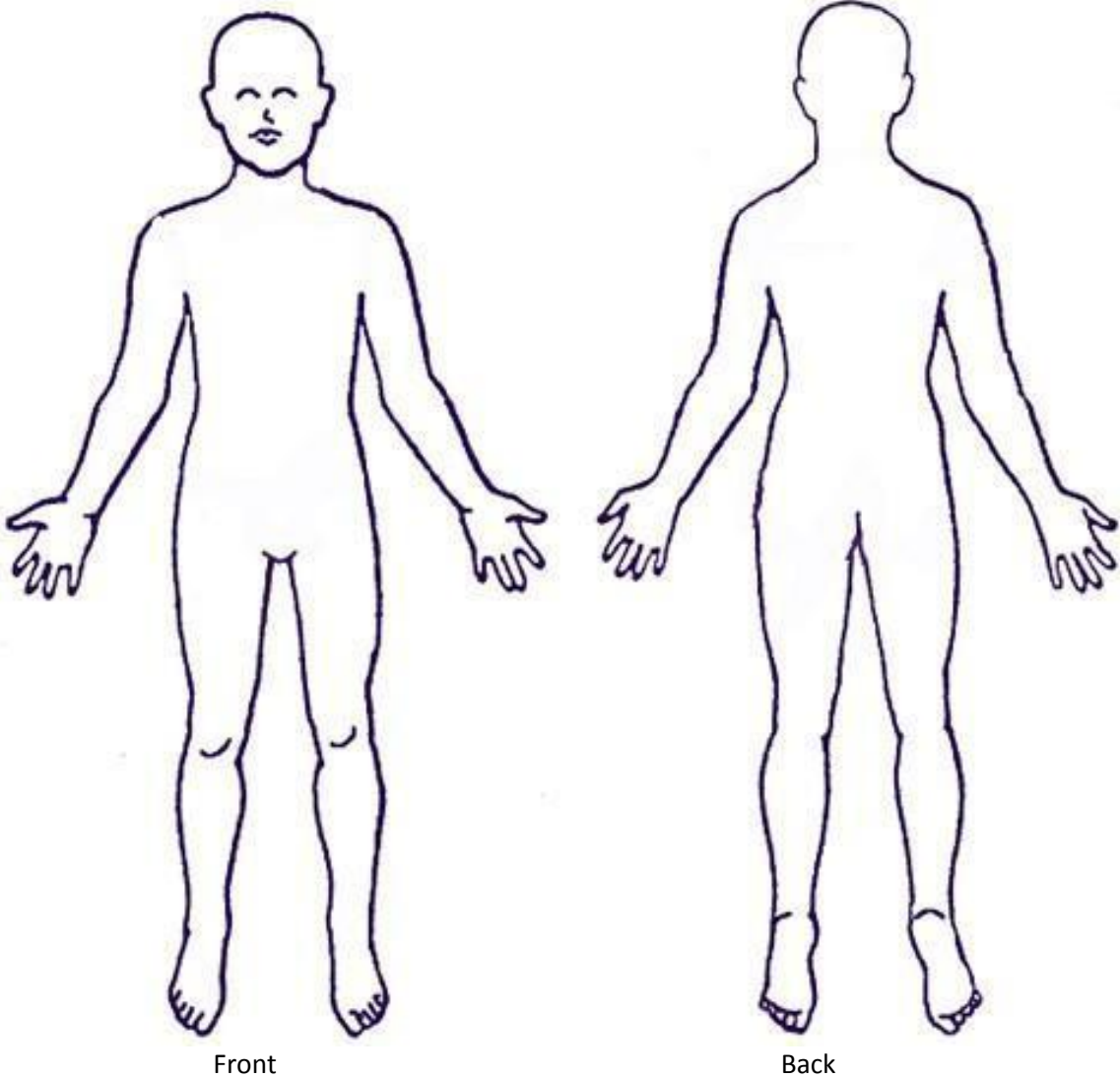
Signature of Designated Safeguarding Person		Signature of minister, or Church Safeguarding Team member	
Date & time		Date & time	

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Where bruises, burns, cuts, or other injuries occur, shade and label them clearly on the diagram. **Remember it's not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.**



Signature _____

Date and time _____

Record of Concern – Safeguarding Pinhoe Road Baptist Church		
Name of person	Group/Event	Date
<p>Report of Concern: remember to -</p> <ul style="list-style-type: none"> • give detail of event as it was said to you, when and where it happened, also place the conversation occurred • write happened using <u>specific language used</u> • <u>do not ask leading questions, can use TED</u> (Tell me more about it, Can you explain a bit more? Can you describe what happened?) • any notes written at the time must be signed by the writer and stuck to this form (do not rewrite them) <p>Please place form in sealed envelope, marked FAO Designated Person for Safeguarding and post in church postbox.</p> <p>Please email ASAP to let us know a report is made: safeguarding@prbc.org.uk</p>		
<p>If person of concern is over 18, please tick as appropriate:</p> <ul style="list-style-type: none"> • <i>The person has GIVEN CONSENT for this concern to be shared</i> • <i>The person has DECLINED CONSENT for this information to be shared (please still inform our Designated Person for Safeguarding using this form)</i> • <i>I have not asked the person for consent to share this information</i> 		
Signed: (person completing this form)	Print name:	Date, time form completed:
Contact number (person completing form)		
Signed by Designated Person for Safeguarding:	Print name:	Date, time form completed:
Action taken:	Who responsible for actions taken:	Sign (DSO), date:

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APPENDIX 4 – DETAILED GUIDANCE ON RECRUITMENT

The Recruitment Procedure for Volunteer Team Leaders in Contact with Children and Adults at Risk

Team/ministry leaders are responsible for the safe recruitment of volunteers.

- a role profile will be written detailing the responsibilities, expectations and accountability involved, any necessary training and the requirement to complete a safeguarding agreement, references and DBS checks
- wherever and however the post is advertised, internally and externally, it will be stated that appointment is subject to DBS checks
- candidates may be asked to complete an application and self-disclosure form; all completed application forms will be reviewed by the managing trustees
- any shortlisting required will be carried out by at least two people, one of which will be the appropriate team leader
- candidates may undergo a face to face interview with at least two people, one of which will be an appropriate member of leadership
- following satisfactory application and interview, candidates will be guided in applying for DBS checks and references pursued
- following satisfactory checks (DBS/references), a recommendation will be made to the Managing Trustees that the candidates name be put forward to the Church Members, Meeting for formal approval and appointment
- the candidate will be provided with the church's safeguarding policy, necessary training and information, and will sign a safeguarding agreement before starting in the role
- appointment will be for an initial one-year period and, following review, subsequent reappointment for three-year terms, subject to further checks and regular training

The Recruitment Procedure for helpers within a team in Contact with Children and Adults at Risk

Team leaders are responsible for the safe recruitment of helpers

- A face to face meeting with the Team Leader will be held 1:1 with those interested in taking a helper role, where expectations, codes of conduct and safeguarding procedures are outlined.
- Names of new Helpers are emailed to safeguarding@prbc.org.uk and to the Elders.
- Where the Helper is not already known to the Team Leader, references may be sought.
- Prior to beginning the role, the Helper must read and sign the Volunteer Safeguarding Letter and agreement.
- Prior to beginning the role, the Helper must familiarise themselves with the specific safeguarding protocol for the role they are undertaking.
- Helpers will be guided towards application for DBS checks to complete these ASAP*
- The Helper will be provided with the church's Safeguarding Policy, and put on the church's cycle for Safeguarding Training.**

*In the absence of a DBS check, the following comes into play:

- An irregular volunteer must always be supervised by an established member of the team, or Team Leader, and never left unsupervised with Children or Adults at Risk.

- In the unusual event of a DBS check not being possible, a personal Risk Assessment will be completed by the Team Leader, and signed and stored by the Designated Safeguarding Person. The helper should not be left unsupervised with Children or Adults at Risk.

** Until the Helper has been able to attend their initial Level 2 Safeguarding Training, the following procedure should be followed:

- Before beginning the role, the Helper must discuss the specific safeguarding protocol for the group or team with the Team Leader and sign the Volunteer Safeguarding Letter
- Within 6 weeks of beginning the role, the Helper must read and complete Gateway to Safeguarding, being given opportunity to discuss any questions with the Team Leader.

The Recruitment Procedure for Paid Workers in Contact with Children and Adults at Risk

The managing trustees are responsible for the recruitment of paid workers. The procedure follows that laid out for volunteers and in addition:

- the role profile will be used to provide a detailed person specification
- shortlisting and interview panels will include the appropriate line manager and at least two managing trustees
- an applicant's UK residency status and/ or right to work in the UK will be checked by the interviewing panel/managing trustees
- DBS checks will not be sought until a formal offer of employment has been made, subject to such checks
- appointment will be for an initial probationary period of six months
- following a satisfactory probationary period, continuing employment will be governed by regular supervision and appraisal and subject to ongoing DBS checks at three-yearly intervals

Application Forms

Application forms should seek to garner:

- a full history of work with children and/or adults at risk, whether paid or voluntary, with dates
- a full history of church involvement with dates
- reasons why the candidate wishes to work with children and/or adults at risk
- a statement of gifts and qualities the candidate would bring to the role
- a signed declaration that there is nothing in the candidates past that would call into question their suitability to work with children and/or adults at risk
- names and contact details of two referees

The form should also bear a reminder to the candidate that appointment to the role is subject to receipt of satisfactory references, DBS checks and a signed safeguarding statement.

Interviews

The interview will not include relatives or close friends of the candidate. The conversation should aim to explore the following:

- the candidate's gifts and abilities and their motivation for working with children and/or adults at risk
- the candidate's past experience of working with children and/or adults at risk
- reasons for moving on from previous work with children/adults at risk
- anything from the application form that may give rise to question or concern (gaps in histories, for example)
- the candidate's awareness and commitment to safeguarding policies and practice

- with reference to the signed self-disclosure, whether or not the candidate has had any cause to be suspected of causing harm to children/adults at risk or had children removed from their care

The interview should also provide opportunity to assess any training or support needs the candidate may have and allow the candidate to ask any questions they may have about the work. A further reminder should be given to the candidate that appointment to the role is subject to receipt of satisfactory references, DBS checks and a signed safeguarding statement.

References

Formal written references will be requested, ideally in the form of at least one professional and one personal reference. One reference should be from outside the context of Pinhoe Road Baptist Church. Referees need to be over 18 years of age and must not be related to the candidate. At least one of the referees should be able to speak from experience about the candidate's suitability to work with children and/or adults at risk.

APPENDIX 5 – SHARING INFORMATION

Consent forms must be completed and signed by those with parental responsibility for all those under the age of 18 attending activities provided by the church. These forms should include:

- the child's full name, address and date of birth
- the full name, address and contact details of the person filling out the form and their relationship to the child
- at least two named points of contact in case of emergency with relevant telephone contact details and relationship to the child
- details of any allergies and relevant medical conditions, disabilities or special needs
- consent to emergency medical treatment
- option to consent to or opt out of the taking and/or using photographic images of the child
- where relevant, consent for the child to receive electronic communication
- consent for the child to participate in the activity

Where younger children are expected to be collected from an activity, the group/activity leader should keep a record of who has consent to collect the children. The leader is responsible for ensuring that all this information is relevant and up to date (checked and refreshed at least annually) and kept securely and in line with data protection guidelines. The information must be readily accessible at each time the activity runs.

Parents/carers giving consent should be provided with the following information:

- name and contact number for the leader of the activity
- an outline of what the activity involves including start and end times
- where appropriate, the need to collect the child when the activity ends
- that the church has a safeguarding policy and that any concerns regarding the welfare of the child in relation to the church or activity should be addressed with the Designated Person for Safeguarding
- name and contact details of the Designated Person for Safeguarding
- for overnight events, the address of the venue and an emergency contact number (landline and mobile)

For events including overnight stays, it would be advisable to consider holding a meeting with parents/carers prior to the event.

APPENDIX 6 - USEFUL CONTACTS

Local Authority Designated Officer (LADO):

Name:

Tel number: 01392 384964

Email: childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk

Police

Contact 101, or 999 in an emergency

Children's Social Services:

8.45am—5pm: 0345 155 1071

Out of hours: 0345 600 0388

Adult Social Services:

8.45am—5pm: 0345 155 1007

Out of hours: As above but will be redirected

Local Baptist Association Safeguarding Contact:

Name: Rob Dymond

Tel number: 01392 433533 – select Option 1

Email: safeguarding@swbaptists.org.uk

For more information:

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.

BUGB Excellence in Safeguarding training for your church:

Information and booking arrangements for the BUGB Levels 2 and Level 3 Excellence in Safeguarding training can be made through your local Baptist association team. Please see their website for details of nearby courses or the opportunity to host safeguarding training at your church.

In an emergency:

If you find yourself facing an emergency situation, where you believe that someone attending your church is being harmed or is at imminent risk of harm, please ring the police on 999 and ask to speak to an officer in the child or adult protection teams. Always keep records and let your DPS know that you have made this call.

Procedure for Photographs at Pinhoe Road Baptist Church

Why this photo?

- Always ask yourself what the purpose of the photos are. Are they in line with our privacy policy, i.e. are the photos:
 - For display in the building?
 - For publicity (website, leaflets etc)
 - For historic celebration of key events (anniversaries, openings, prize-givings etc)

Do I have permission?

- Photo consent must **always** be sought from any child or adult. This consent is given via registration form, or on Churchsuite, and group leaders should have record of any children who may not be photographed.
- Even when parental consent has been given, it is good practise to still ensure a child or young person is happy for their photo to be taken - their consent is important.
- In certain situations, specific permission may be sought i.e. for a one-off occasion. Permission should always be recorded in a written form (e.g. email).
- If in doubt, ask, ask and ask again

Identifying a photo

- Photos of children should never be named on display or website with surname or other identifying details (addresses etc).
- For photos of adults, it is advisable to name first names only. In some cases, i.e. staff boards etc both names may be required, but verbal permission will be sought.

Storing photos

- Once taken, photos should be shared or emailed **as soon as possible** to photos@prbc.org.uk - not yet set up, but can be
- Photos should then be deleted from your camera or device, and any automated personal online storage
- If you require access to photos@prbc.org.uk to use the photos, please speak to the church administrator or pastor.

Deletion of data from storage

- On an annual basis prior to the start of each new academic year, photos@prbc.org.uk should be purged, retaining only those photos which still have current value for purposes outlined in the privacy policy.
- It is the responsibility of the Data Protection team to ensure this process occurs, though Team Leaders may be involved in the decisions around retention.