



**Safeguarding Policy for Children and Young People
and Adults
Worcester Baptist Church
July 2024**

Contents

Section 1 - Contact Details	3
Section 2 – Policy Statement	5
Section 3 – Understanding abuse and neglect	8
Section 4- Responding to a concern	9
Section 5 – Safe recruitment, Support & Supervision for employees	13
Section 6 – Safe recruitment, Support & Supervision for volunteers.....	14
Section 7 - Safe behaviour - a code of behaviour for all workers	15
Section 8 - Safe practice and safe premises.....	19
Section 9 – Safe Community	23
Appendix 1 – Signs of abuse	26
Appendix 2 – Flowchart for Action (Children & Young People).....	27
Appendix 3 – Flowchart for Action (Adults at risk)	28
Appendix 4 – Flowchart for Action (Online safety).....	29
Appendix 5 – Children & Youth Registration form	30
Appendix 6 – Sparks Registration Form	32
Appendix 7 – Sparks Visitors Form	34
Appendix 8 – Accident Form	35
Appendix 9 – Incident Form.....	36
Appendix 10 - Risk Assessment Template.....	37

Section 1 - Contact Details

Church Details

Worcester Baptist Church, Sansome Walk, Worcester, WR1 1LN

Tel: 01905 22866 General Email address: worcbaptist@gmail.com

Charity Number: 1180106

Safeguarding Co-Ordinator

Name: Lyn Green

Tel: 0777 3904184

Email: worcesterbaptistsafeguarding@gmail.com

Deputy Safeguarding Co-Ordinator

Name: Sarah Carey

Tel: 07988 616647

Email: worcesterbaptistsafeguarding@gmail.com

Minister & Safeguarding Trustee

Name: Rev. Darren Smith

Contact Details: revdarrenwbc@gmail.com

Regional Minister

Name: Adrian Argile

Contact Details: aa@baptist-heartofengland.org

thirtyone:eight

Tel: 0303 003 1111. Option 2

Address: PO Box 133, Swanley, Kent, BR8 7UQ

Family Front Door (first point of contact)

01905 822666 from Monday to Friday 8.30am to 5.00pm.

For assistance out of office hours (5:00pm to 8:30 am weekdays and all day at weekends and bank holidays) please contact the Emergency Duty Team (EDT) on 01905 768020.

Worcestershire County Council

Children's Social Services

Tel: 01905 822666 Mon – Thurs 9am-5pm, Fri 9am-4.30pm

Out of hours Tel: 01905 768020

Website: www.worcestershire.gov.uk

Adult Social Services

Tel: For a concern – 01905 768053 For advice – 01905 843189

Website: www.worcestershire.gov.uk

Police

101 or 999

Police Protection Team

Tel: 0300 333 3000

Website: www.westmercia.police.uk

Address: Hindlip Hall, Worcester WR3 8SP

Section 2 – Policy Statement

Safeguarding at Worcester Baptist Church

The vision of Worcester Baptist Church is to be:

- ***An inclusive community: A church for people of all ages, cultures and backgrounds, reflecting the fact that Christ's message is for everyone.***
- ***A worshipping community: A church that delights in God, is devoted to Jesus, attentive to the Bible and faithful in prayer.***
- ***An empowering community: A church where people are empowered by the Holy Spirit to live new lives that reflect credit on Jesus.***
- ***A serving community: A church that makes a difference to our part of the city as we build relationships, engage in loving service, and give generously to the needs of our neighbours.***

In fulfilling this vision the church

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

Prevention and reporting of abuse and responding to concern

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

Safe recruitment, support and supervision of workers

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

Safe behaviour: a code of behaviour for workers

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

Safe practice and safe premises

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

A safe community

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

Responsible people

The church has appointed **Rev Darren Smith** as the Safeguarding Trustee to oversee and monitor implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Lyn Green** as the Designated Safeguarding Co-ordinator, and **Sarah Carey** as deputy, to:

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

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboard in the foyer and on the church website.

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

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

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

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

Positions of Trust

All adults working with children, young people and vulnerable adults are in a position of trust. All those in positions of trust need to understand the power this can give them over those they care for and the responsibility they have because of this relationship. It is vital that all workers ensure they do not, even unknowingly, use their position of power and authority inappropriately. They should always maintain professional boundaries and avoid behaviour which could be misinterpreted.

As of April 2022 it is illegal (England and Wales)(Northern Ireland) for those in Positions of Trust in a faith setting to engage in sexual activity with a 16 or 17 year old under their care or supervision.

Our commitment

As a Leadership, we recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” The church recognises its responsibilities for the safeguarding of all children and young people under the age of 18 (regardless of gender, ethnicity or ability) as set out in *The Children Act 1989* and 2004, *Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2010).

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding. As members of this church, we commit ourselves to the nurturing, protection and safeguarding of all children, young people and vulnerable adults associated with the church and will pray for them regularly.

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

Section 3 – Understanding abuse and neglect

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

To safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

For further information on signs of abuse, please see Appendix 1.

Section 4- Responding to a concern

For quick references, please refer to the flowcharts in appendices 2, 3 and 4

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

- Listen-and keep listening
- Don't question
- Avoid passing judgement on what you are told
- Never promise confidentiality
- Explain what you intend to do and don't delay in taking action
- Contact the Safeguarding Co-ordinator – or in their absence take action yourself
- Write down what is said – details below

What to do when someone talks about harm or abuse

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

- Make notes as soon as possible (preferably within one hour of the person talking) including a description of any injury, its size and a drawing of its location and shape on the person's body.
- Write down exactly what the person has said and when s/he said it, what was said in reply and what was happening immediately beforehand (eg. a description of the activity).
- Write down dates and times of these events and when the record was made.
- Write down any action taken and keep all hand written notes even if subsequently typed up.

These notes will be passed on to the Safeguarding Co-ordinator assist them should the matter need to be referred to Children's or Adult's Social Care Team. Any referral to Children's or Adult's Social Care Team will be confirmed by the referrer in writing within 48 hours. All documents including copies of everything sent to Children's or Adult's Social Care Team, will be signed by you, dated and kept in a locked filing cabinet in the church office.

Responding to concerns for a child or an allegation of abuse

Where possible, concerns will be passed to the Safeguarding Co-ordinator (or Deputy Safeguarding Co-ordinator) but difficulty in contacting these individual(s) should not delay action being taken.

If there is a concern that a person may have been harmed or abused, the Safeguarding Co-ordinator will act as follows.

- i) Where a child has a physical injury or symptom of neglect:
 - Contact Children's Social Care Team if there are concerns that a child may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.

- If a child needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
 - The hospital staff will be informed of any child protection concerns.
- ii) Where there are allegations or concerns of sexual abuse:
- Contact Children’s Social Care Team. DO NOT try to investigate the matter.
 - In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children’s Social Care Team, contact the police.
 - Do not touch or tamper with any evidence, such as stained clothing.
 - DO NOT tell other people including the parents / carers; they could be involved.
 - Keep information on a need-to-know basis so that any alleged perpetrator is not ‘tipped off’.

Should the Safeguarding Co-ordinator not feel it necessary to refer the matter to Children’s Social Care Team but you (or anyone else) have serious concerns for the child's safety, then you will contact the relevant authorities directly. The safety of the child over-rides all other considerations and it is important to remember that sexual abuse of children is a serious crime.

If the allegation is against a Church leader who has responsibility for implementing the Policy, you will refer it directly to Children’s Social Care Team or seek appropriate professional advice, eg. from the Regional Minister.

Responding to concerns for an adult or an allegation of abuse

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, Safeguarding Co-ordinator/Deputy will:

- i. Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively Thirtyone:eight can be contacted for advice.
- ii. If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, Safeguarding Co-ordinator will:

- Identify support services for the victim i.e., counselling or other pastoral support
- Contact Thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

Third Party Allegations and Referrals

Where a third party alleges abuse towards a child or adult, your role is to gather as much information as possible from this person. The third party will be advised that the information they have provided will be shared with the Safeguarding Co-ordinator and may result in a referral to the Children's or Adult's Social Care Team Department with their details. This is so that Children's or Adult's Social Care Team can contact them if necessary.

Allegations against Workers (paid or voluntary)

- The advice of Children's or Adult's Social Care Team and the police will be sought before taking any action such as suspension of employment.
- During an enquiry, the worker will be supervised as closely as possible without raising suspicion during the period between the matter coming to our attention, the authorities being informed and the appropriate action being taken.
- The suspension of a worker following an allegation is by definition a neutral act but may be necessary because the priority is to protect children, young people and Vulnerable adults 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, young person or adult (or to satisfy the needs of an investigation) for the alleged perpetrator to worship somewhere else and in such cases the new church leaders will be informed of the reasons.

Pastoral care

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

- Support will be offered to the suspected perpetrator without compromising the children, young person or adult or their families.
- This is one reason for limiting information in relation to allegations of abuse on a need-to-know basis. In this way, leaders not privy to the detail are free to offer support to other parties, including the suspected perpetrator.
- Where an investigation is under way, this support will be provided with the knowledge of the child protection authorities.
- The Church will ensure that one person is responsible for dealing with the authorities, another offers support to the victim and their family, and another gives pastoral care to the alleged perpetrator. It may be necessary to appoint another person to support the perpetrator's family.
- Where the perpetrator accepts some responsibility they will be encouraged to seek specialised interventions/treatment to reduce the risk of re-offending. This may only be appropriate once the investigation and legal processes have been completed.

False Allegations

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

Allegations against children/young people

Children and young people can be curious about sexual relations. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive.

Where one child introduces another child to some age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

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

Section 5 – Safe recruitment, Support & Supervision for employees

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

- There is a written job description / person specification for the post
- Those applying have completed an application form
- Those short listed have been interviewed.
- Safeguarding, including the church policy and practical examples, is discussed during the interview.
- Formal references have been obtained, and followed up where appropriate
- Where applicable, an applicant's UK residency status and/or right to work in the UK will be checked.
- A self-declaration form and disclosure and barring check (DBS) has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications (where relevant) have been verified
- A written agreement, which includes a clear role description, lines of accountability to the church leadership and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with.
- A suitable training programme is provided for the successful applicant, including Safeguarding every 3 years and First aid/Food hygiene training where appropriate
- The applicant has completed a probationary period (suggestion of 6 months)
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns, and they have signed their agreement of acceptance of and agreement to the procedures.

Section 6 – Safe recruitment, Support & Supervision for volunteers

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

Process for joining Children & Youth team

Volunteers will be known to and attending the church for at least six months, however reasonable exceptions will be considered with support of the leadership team. Where appropriate, references may be sought from previous churches/organisations to confirm the volunteer is suitable to work with children and young people. All volunteers will require a Disclosure and Barring Service (DBS) check.

Volunteers will work with an experienced team member for an initial period (for example first 3 sessions) to ensure the volunteer is supported in the role and to allow for accountability. Initially, volunteers will be an helping role.

After an initial settling period, volunteers who are church members may take on the role of leading sessions within the children and youth work, with the appropriate support and guidance.

Training

It is important that all workers understand the agreed procedures for protecting children. There will be regular team meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

Safeguarding training must be attended at least once every 3 years and training for volunteers in relevant areas will be arranged, eg. first aid, food hygiene, where required.

Young People

Young people under 18 may be used as helpers but such helpers will be responsible to the session leader and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care, they don't need a DBS. However, the young person will require the support of the youth worker or an experienced member of the youth team before they volunteer with younger children.

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

Section 7 - Safe behaviour - a code of behaviour for all workers

Code of behaviour

The aim of these general guidelines is to ensure quality childcare, protect children and vulnerable adults from possible abuse and workers from false accusation. 'Workers' refer to both paid employees (for example Children's and Youth Worker) and volunteers in Children and Youth teams and those working with vulnerable adults.

- You should treat everyone with dignity and respect in attitude, language and actions.
- You should use age appropriate language and tone of voice.
- You must not engage in any of the following:
 - Invading the privacy of children or young people when they are using the toilet or shower.
 - Rough games including contact between a leader and a child or young person.
 - Sexually provocative games.
 - Making sexually suggestive comments.
 - Scapegoating, ridiculing or rejecting a child or young person.
- No physical discipline should be used by workers. A situation may arise where a child or young person needs to be restrained in order to protect themselves or a third person. If this occurs, an incident form must be completed and parents and the Safeguarding Co-ordinator informed.
- If a child or young person wants to talk on a one-to-one basis, you should make sure that:
 - You try to hold the conversation in a corner of a room where other people are.
 - Or if you are in a room on your own, leave the door open and make sure another team member knows.
- Parents/carers may or may not attend church and it is therefore important they have been given relevant information about the group, including contact details. As well as the group leader ensuring there is a completed consent form for each child and young person.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children or young people attending a group be left alone at any time.

Taking Care of Touching

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the worker's.
- Written consent must be obtained on consent forms from parents/carers to provide personal care (e.g. nappy changes), unless required in an emergency.
- The level of personal care (eg. toileting) must be appropriate and related to the age and needs of the child. Any specific personal care needs should be documented on the child/young person's consent form.

- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.

Ratios

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely.

We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

Age group	Adult Helpers	Number of Children
Under 2 years	1	3
2 - 3 years	1	4
4 - 8 years	1	6
9 - 12 years	1	8
13 - 18 years	1	10

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum. We recommend having at least two adults present, even with smaller groups. If young people are helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.

(Source: NSPCC Sept 2023)

- No one should normally be left working alone with children and young people, but as part of a team showing mutual responsibility for each team member.
- If there are insufficient leaders for groups, then internal doors should be left open.
- At least two people are present before external doors are opened for an event.
- If you do find yourself on your own you should;
 - Assess the risk of sending child/young person home
 - Phone the Children's and Youth worker, Minister or Deacon and let them know the situation
 - Get a second trained leader as soon as possible
 - Write down a record of what happened
- Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers or both.
- The only adults allowed to participate in children's and young people's activities are those appointed and trained as children's/youth workers. The leader of the activity should be aware of any other adults who are in the building.
- Whilst we recognise that a couple or family members serving together (without other adults present) is not ideal, there may be occasions where it is unavoidable. We will endeavour to avoid it, if possible, but in exceptional circumstances, it may occur, with agreement of the Safeguarding team or a deacon.

Pastoral visits with Children's and Youth Worker

Pastoral visits may take place between the CY worker and a young person. Young people in the youth group (aged 11+ years), may meet the CY worker in a pre-arranged public location (for example a coffee shop), with prior consent of the young person and their parents (written consent via email is preferred). The Safeguarding co-ordinator must be informed in writing prior to the meeting and notified of any concerns raised during the meeting.

Any visits to children or young people at home, must be agreed in the same way but a parent or guardian must be present at home throughout the visit.

Mentoring

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

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

Peer Group Activities for Young People

It is accepted that children and young people may benefit from activities led by peers or those slightly older. In this situation, adult leaders will contribute to programme planning and reviews and will always be present when peer-led activities take place.

Electronic Communication

Children's and Youth Worker's Communication with Young People

A Children's and Youth Worker's role description will include an acknowledgement and approval of these technologies as a legitimate means of communicating with young people but should also include the expectations of the Church in relation to their use. It is not appropriate to use these communication methods with primary school aged children, 11 years and younger. On the general consent form, parents/carers sign to agree that the young person can receive such communications.

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

Guidance:

- It is important clear and unambiguous language is used to reduce the risk of misinterpretation, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Email can be used to inform young people about events and general information. The email account must be accessible by others, not just the Children's and Youth worker.
- Instant messenger should be kept to an absolute minimum.
- Children's and Youth worker should save significant conversations as a text and also keep a log of any significant communication stating with whom and when they communicated and shared with the relevant person (For example Safeguarding Co-ordinator)
- Paid children's/young people's workers are issued with a mobile phone under a contract that provides itemised billing. Texting must be used mainly for information sharing and pastoral support, where appropriate.

Social Media

Workers should not allow under 18s to have access to their personal Social Media accounts and Workers should not access Social Media accounts of under 18s

Taking Video and Photographs of Children

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

- Permission must be obtained, via consent form or Churchsuite, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.

- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone.
- When using photographs of children and young people, it is preferable to use group pictures.
- Workers should not take photos on their personal equipment.

Section 8 - Safe practice and safe premises

Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on our consent forms (appendices 5 and 6). The first week someone attends we must have name, medical emergency information and a contact name and number. Then they must bring their form back with them. A visitors consent form must be completed for any visiting children left in care of the Sparks team (See Appendix 7).

Registers

All leaders and children and young people must be documented on the register. It is good practice to note who else was in the building at the time of the event, if someone was there who was not directly involved with the event.

Health and Safety

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

Risk Assessment (See Appendix 10 for template)

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

Fire

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

First Aid

WBC has a number of trained First Aiders. There is a list showing who they are on the notice boards in the hall and church. There is a first aid kit in the hall kitchen and the church kitchen as well as an incident reporting book which must be completed in the event of any accidents, injuries or incidents.

The Church Administrator ensures that the contents of the first aid boxes are checked on a regular basis. Completed accident forms should be passed on to the Church Administrator for filing.

All WBC groups will 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.

Food Hygiene /Health and Hygiene

The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It follows

therefore that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.). Whenever possible, at all events involving preparation of food at least one worker will hold a valid Basic Food Hygiene Certificate.

Transporting Children

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

Our practice on transporting children is as follows:

- Usually only those who have gone through the Church recruitment procedures for workers will transport children. When this is not possible, drivers will pick up and drop off at pre-arranged places.
- All drivers will have read the Church's Safeguarding Policy and agree to abide by it.
- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- The driver must ensure that they have adequate insurance cover: The driver should declare to their insurers that they are participating in the activity of transporting people for the church. 'Business use' cover may be required. The response of the Insurance company may be different if the driver is being reimbursed. The vehicle will need to be road worthy.
- Workers may be alone with a child for short periods, for example when dropping off the last child. Consideration needs to be given to dropping off the least vulnerable child last and routes planned accordingly.
- Drivers will not spend unnecessary time alone in a car with a child.
- Make sure all children and young people are returned to pick up point.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.

Outings and overnight events

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

Insurance

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

Sleeping Arrangements (Outings and overnight events)

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

Adventurous Activities (Outings and overnight events)

No child will participate in adventurous activities without the written consent of the parent /carer. The residential activity/camp organisers will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the residential activity/camp organisers need to ensure that the premises are licensed.

Fire Safety (Outings and overnight events)

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

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

Safety (Outings and overnight events)

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

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

Swimming Trips

There will be an increased adult to child ratio for all swimming trips and prior to the trip the swimming ability of a child/young person will be established. A swimming consent for each child (or a copy) will be taken by the group leader on the trip.

Section 9 – Safe Community

Bullying

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

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

Bullying can take many forms including:

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

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

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

Bullies can be:

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

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

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

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

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

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

Working with Offenders

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

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

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

In determining the details of the contract:

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

- The Safeguarding Co-Ordinator or the Safeguarding Trustee should inform and take advice from the Regional Minister in the local Baptist Association.
- An open discussion must be held with the person concerned in which clear boundaries are established for their involvement in the life of the church. A written contract should be drawn up which identifies appropriate behaviour.
- The person should be required to sign the contract.

The contract:

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

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

Appendix 1 – Signs of abuse

Child Abuse

What are the signs of child abuse?

The signs of child abuse aren't always obvious, and a child might not feel able to tell anyone what's happening to them. Sometimes, children don't even realise that what's happening to them is abuse.

There are different types of child abuse and the signs that a child is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Common signs of child abuse

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation. You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.

Source & for more information: www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/

Abuse & neglect of adults at risk

Behavioural signs of abuse in an older person include:

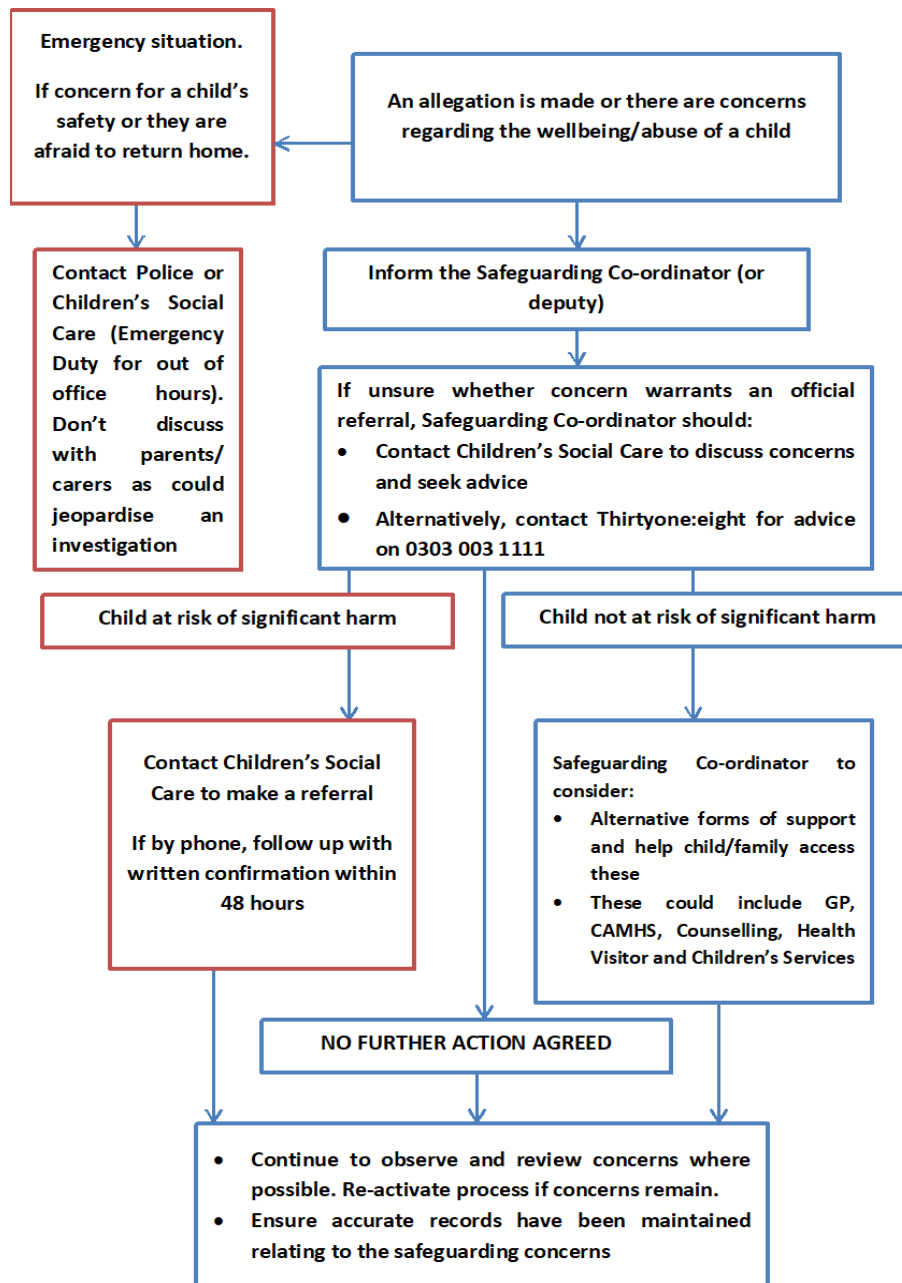
- becoming quiet and withdrawn
- being aggressive or angry for no obvious reason
- looking unkempt, dirty or thinner than usual
- sudden changes in their character, such as appearing helpless, depressed or tearful
- physical signs – such as bruises, wounds, fractures or other untreated injuries
- the same injuries happening more than once
- not wanting to be left by themselves or alone with particular people
- being unusually lighthearted and insisting there's nothing wrong

Source & for more information: <https://www.nhs.uk/conditions/social-care-and-support-guide/help-from-social-services-and-charities/abuse-and-neglect-adults-at-risk/>

Appendix 2 – Flowchart for Action (Children & Young People)

Flowchart for Action Children and Young People

This flow chart provides an overview of action to be taken when concerned about the welfare of a child. It is to be used in conjunction with written procedures.

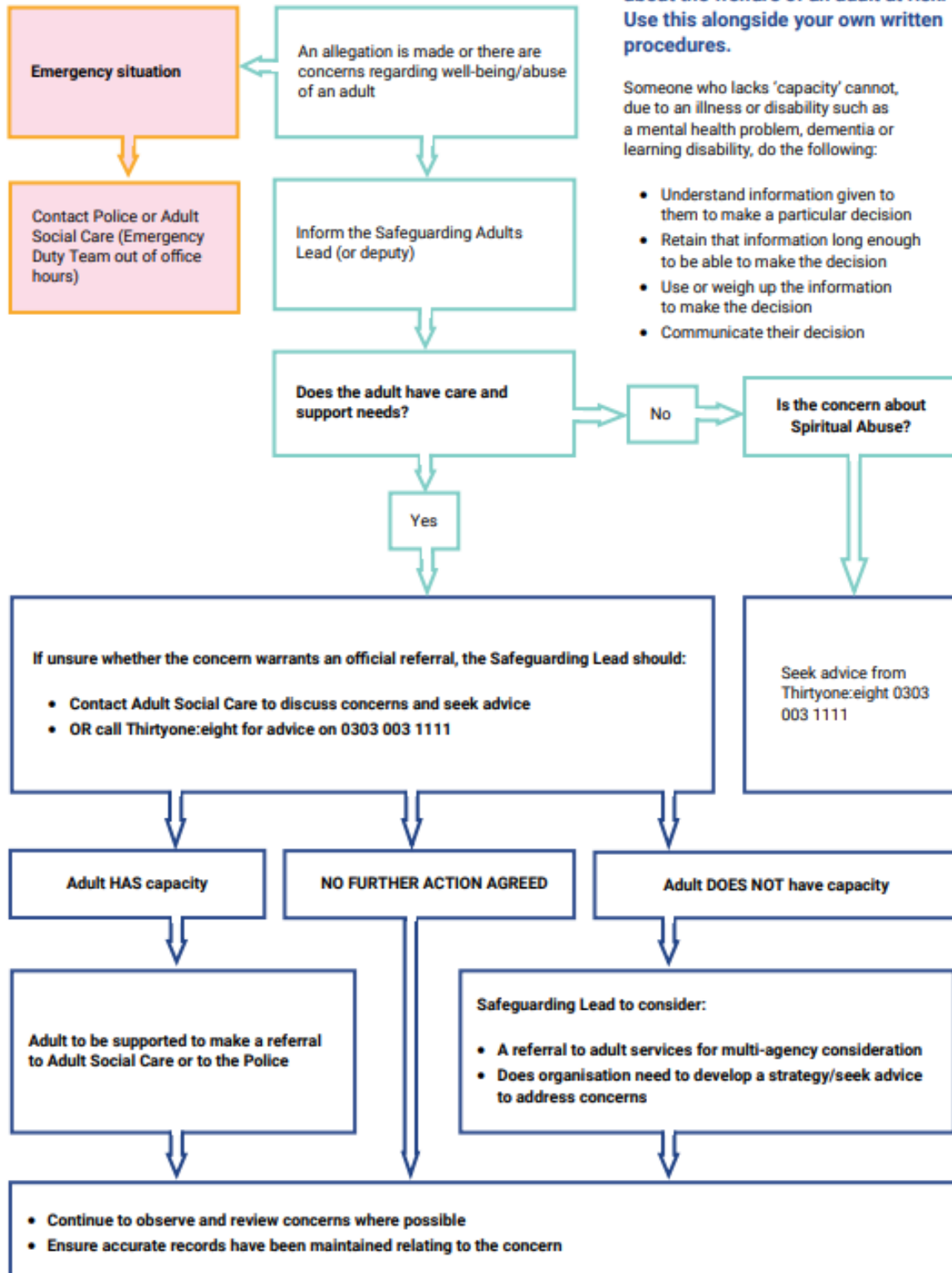


Working Together to Safeguard Children defines significant harm as:

“... any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life. Harm is defined as the ill treatment or impairment of health and development.”

Appendix 3 – Flowchart for Action (Adults at risk)

Action for Adults at risk flowchart



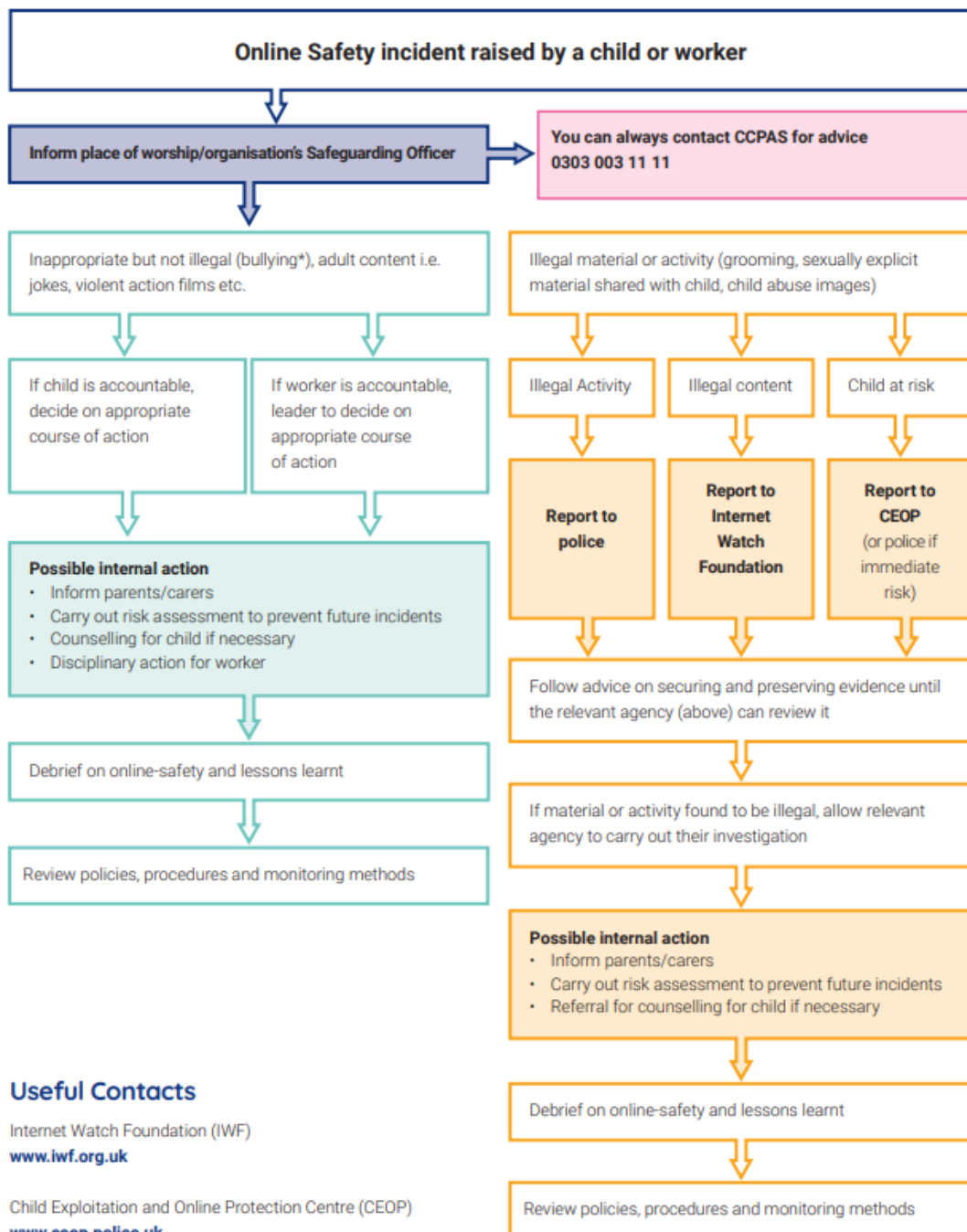
This flowchart gives an overview of action to be taken when concerned about the welfare of an adult at risk. Use this alongside your own written procedures.

Someone who lacks 'capacity' cannot, due to an illness or disability such as a mental health problem, dementia or learning disability, do the following:

- Understand information given to them to make a particular decision
- Retain that information long enough to be able to make the decision
- Use or weigh up the information to make the decision
- Communicate their decision

Appendix 4 – Flowchart for Action (Online safety)

Online Safety Flowchart



Useful Contacts

Internet Watch Foundation (IWF)
www.iwf.org.uk

Child Exploitation and Online Protection Centre (CEOP)
www.ceop.police.uk

(*) Some forms of bullying or content may be illegal – see Malicious Communications Act 1988, Obscene Publications Act.
For extreme pornography – Criminal Justice and Immigration Act 2008, etc.

Appendix 5 – Children & Youth Registration form



Children and Youth Registration and Consent form

Child's Full Name:

Date of Birth:/...../.....

Home Address:

..... Post Code:

Parent/Guardian's Telephone number:

Parent/Guardian's E-mail address:.....

Emergency Contact 1 name: Relationship to child:

Emergency Contact 1 telephone:

Emergency Contact 2 name: Relationship to child:

Emergency Contact 2 telephone:

Any known allergies, medical conditions or special needs:

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

List of other adults who have permission to collect your child on your behalf:

.....

In the unlikely event of illness or accident, I give permission for any appropriate first aid to be given by the nominated first aider. In an emergency, and if I cannot be contacted, I am willing for my child to be given hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible. **Y/N**

I give permission for my child's photograph to be taken during church activities. The photographs will be used for church purposes only, including press release and website (which is publicly accessible). Children will not be named underneath their pictures where used. Photos will not be used on Facebook or other Social Media sites. **Y/N**

PTO

Children over the age of 11 only:

Child's Email: Child's Phone Number:

Will there be occasions when your child will be travelling to and from church without an adult: Y/N

By signing this form you are confirming that you are consenting to Worcester Baptist Church holding and processing your personal data for the following purposes (please tick):

- To provide details of parent/carer to be used in the event of an emergency.
- Allergy and medical condition information to be used to help us care for the children and prevent potential harm wherever possible.
- To contact you with information on events organised by Worcester Baptist Church that may be of interest to you.
- To be sent an email invite to sign up to ChurchSuite (Parents/Guardians contact details)

For Katie Davis (Youth Worker) to contact your child (Over 11 years only) by:

- Email
- Mobile

This information will not be sold or passed on to anyone else outside the leadership of Worcester Baptist Church unless we are legally required to do so.

You can withdraw or change your consent at any time by contacting Katie Davis or the church administrator at Worcester Baptist Church by email on worcbaptist@gmail.com

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

We will hold your contact details (personal) data for 5 years unless otherwise requested.

Please go to worcesterbaptistchurch.org.uk to view the full privacy statement.

I confirm that the above details are complete and correct to the best of my knowledge.

Parent's/guardian's signature:

Parent's/guardian's full name:

Date:

Appendix 6 – Sparks Registration Form



Sparks Registration and Consent form

Child's Full Name:

Date of Birth:/...../.....

Home Address:

..... Post Code:

Parent/Guardian's Telephone number:

Parent/Guardian's E-mail address:.....

Emergency Contact 1 name: Relationship to child:

Emergency Contact 1 telephone:

Emergency Contact 2 name: Relationship to child:

Emergency Contact 2 telephone:

Any known allergies, medical conditions or special needs:

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

List of other adults who have permission to collect your child on your behalf:

.....

In the unlikely event of illness or accident, I give permission for any appropriate first aid to be given by the nominated first aider. In an emergency, and if I cannot be contacted, I am willing for my child to be given hospital treatment, including anaesthetic if necessary. I understand that every effort will be made to contact me as soon as possible. **Y/N**

I give permission for my child's photograph to be taken during church activities. The photographs will be used for church purposes only, including press release and website (which is publicly accessible). Children will not be named underneath their pictures where used. Photos will not be used on Facebook or other Social Media sites. **Y/N**

PTO

Personal care consent

Nappy Changes

If your child needs an urgent nappy change or personal care, we will send someone to collect you from the church. However, if your child needs interim personal care or clothes changing before you arrive, do you consent for the team to provide this? **Y/N**

Toileting

If your child is potty trained, we will encourage your child to do as much care for themselves as they can.

Do you consent to the team to take your child to the toilet? **Y/N**

Do you consent to the team providing personal care, if required? **Y/N**

By signing this form you are confirming that you are consenting to Worcester Baptist Church holding and processing your personal data for the following purposes (please tick):

- To provide details of parent/carer to be used in the event of an emergency.
- Allergy and medical condition information to be used to help us care for the children and prevent potential harm wherever possible.
- To contact you with information on events organised by Worcester Baptist Church that may be of interest to you.
- To be sent an email invite to sign up to ChurchSuite (Parents/Guardians)

This information will not be sold or passed on to anyone else outside the leadership of Worcester Baptist Church unless we are legally required to do so.

You can withdraw or change your consent at any time by contacting Katie Davis or the church administrator at Worcester Baptist Church by email on worcbaptist@gmail.com

Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

We will hold your contact details (personal) data for 5 years unless otherwise requested.

Please go to worcesterbaptistchurch.org.uk to view the full privacy statement.

I confirm that the above details are complete and correct to the best of my knowledge.

Parent's/guardian's signature:

Parent's/guardian's full name:

Date:

Appendix 7 – Sparks Visitors Form



Sparks Visitors Form

Welcome to Sparks, our children’s group for creche and pre-school children. To help us look after your child, please could you fill out the following information. The information on this form will be used for today only.

Child’s name: Age:

Any medical conditions:

If your child is potty trained, do you consent to us taking your child to the toilet (we will encourage them to do as much personal care for themselves as possible) **Y/N**

If your child needs an urgent nappy change or personal care, we will send someone to collect you from the church. However, if your child needs interim personal care or clothes changing before you arrive, do you consent for the team to provide this? **Y/N**

Name of parent/carer:

Contact number:

Signed: Date:/...../.....

Appendix 8 – Accident Form

Accident form

Name of injured person and age if under 18:

Date/Time of accident:

Did the accident occur within a structured activity/group? If so, which group?

Give details of how the accident occurred, where it occurred, what supervision was being given at the time and the nature of the injury sustained. Continue on the back of the form if necessary – diagrams may be helpful.

Names of any witnesses to the accident:

Name of First Aider:

What treatment advice was given?

Items used from First Aid Kit:

Was it necessary to call the Emergency Services or take or send them for further treatment? Give details:

Recommendations to the Health and Safety Deacon in light of this accident:

Signed :

(Injured Person)

Signed :

(First Aider)

Appendix 9 – Incident Form

Incident form

Activity/Event	
Date and time	
Leaders present	
Any other activities or people in the building or at the event?	
DETAILS OF INCIDENT (ie what happened; when did it happen; who was involved; who witnessed it?)	
RESPONSE TO INCIDENT (ie what did you do; who did you tell; how else did you or will you follow up?)	
Sign and print name:	
Date:	

Appendix 10 – Risk Assessment Template



Name and role of person undertaking assessment		Date conducted			Department/area	
Hazard	Description of those involved	Assessed level of risk*			Existing controls	Further action required
		I	L	R		

*I = impact (1-5)
 L = likelihood (1-5)
 R = risk level (high, medium, low)

		Impact				
		1 (no effect)	2	3	4	5 (could result in disaster)
Likelihood	1 (improbable)	Low	Low	Medium	Medium	Medium
	2	Low	low	Medium	Medium	High
	3	Low	Medium	Medium	High	High
	4	Low	Medium	Medium	High	High
	5 (probable)	Low	Medium	High	High	high