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Children, Young People and Vulnerable Adults Safeguarding Policy

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Contents

Section 1

Mission Statement
Preventing abuse
Church Policy
Management of Workers

Section 2

Recognising and responding to an allegation of abuse

Section 3

How to respond to the disclosure of abuse
Taking action
Detailed procedures (child abuse)
Detailed procedures (adult abuse)
Allegations concerning someone working with children

Section 4

Prevention and Safe recruitment

Section 5

Pastoral Care

Section 6

Practice Guidelines
Working with other organisations

Section 7 Appendices

Appendix 1: Leadership Safeguarding Statement

Appendix 2: Signs of possible abuse (child)

Appendix 3: Signs of possible abuse (adult)

Appendix 4: Guidance to Parents and Carers

Appendix 5: Paid and Volunteer Worker Agreement and Declaration

Appendix 6: Useful phone numbers

Anyone leading or helping with a FFBC activity must comply with this Policy.

Child, Young Person and Vulnerable Adult Safeguarding Policy

Section 1

The Bible is our standard for all matters of life and practice and in 1 Tim 4 v 12 we are encouraged to **'set...an example in speech, in conduct, in love, in faith, in purity'** and it is with this attitude in mind that we set out this Policy.

Mission Statement

Jesus has a pure and genuine love for All; this is what we seek to emulate.

The Leadership (Elders and Deacons) recognises the importance of its ministry to children, young people and vulnerable adults and its responsibility to protect and safeguard the welfare of children, young people and adults entrusted to the church's care.

As part of its mission, Forest Fold Baptist Church is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the children's/youth workers within the church.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those affected by abuse or exploitation in the church.
- Maintaining good links with the statutory childcare authorities and other organisations.
- Protecting our own members from false accusations.
- Preventing exploitation and/or abuse occurring at Forest Fold Baptist Church or at events organised by Forest Fold Baptist Church.

Preventing Abuse

Who are we protecting?

Children: anyone under the age of eighteen.

Young People: anyone over eighteen who is linked in any way to our Young Peoples Activities.

Vulnerable adults: Those who have a mental disorder, suffer from dementia, have a personality disorder, have a physical or sensory disability, are substance abusers, are homeless, are living with domestic abuse, are being forced into marriage, are being treated as a slave, are a refugee, are an asylum seeker.

Church Policy

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, emotional and spiritual exploitation and abuse, including 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, exploitation 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.”

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.

The policy and attached practice guidelines are based on the ten Safe and Secure safeguarding standards published by Thirtyone:eight (see www.thirtyoneeight.org)

The Leadership agrees not to allow its Child, Young Person and Vulnerable Adults Safeguarding Policy document to be copied by other organisations.

The Leadership is committed to on-going child, young person and vulnerable adults safeguarding training, for all children/youth workers and those working alongside vulnerable adults and will regularly review the operational guidelines.

Management of Workers – Codes of Conduct

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.

- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines.

- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.

- support the Safeguarding Coordinators in their work and in any action they may need to take in order to protect children, young people and adults with care and support needs.

Section 2

Responding to the needs of children and vulnerable adults

Anyone helping with a church activity is required to be open to the needs of the children, young people and vulnerable adults, and to work for their spiritual, physical and emotional well-being whilst they are in our care.

Forest Fold Baptist Church (FFBC) recognises that helpers and leaders may learn of, or suspect that, a child, young person or vulnerable adult may be the victim of physical, emotional or sexual abuse in their normal home, school, or play, work or other environment.

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.

In order 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 which states:

1. 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 which states:

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

Responding to allegations of abuse

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. The following procedures are to be adopted:

- Concerns must be reported as soon as possible to one of the Safeguarding Team, who are nominated for dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of one of the Safeguarding Team, or if the suspicions in any way involve a member of the Team, then the report should be made to the most senior member of the team who is not under suspicion.

- Where concern is about a child, the Safeguarding Co-ordinator should contact Children's Services. Where the concern is regarding an adult in need of protection, contact Adult Social Care or take advice from Thirtyone:eight as above.

The East Sussex Children's Social Services telephone number is 01323 464222

The East Sussex Health and Social Care telephone number is 0345 6080191

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern. (for example the Church Trustees to log that a safeguarding concern is being dealt with, and the Insurance company to log that there is a possibility of a serious incident concerning safeguarding)

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.

- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Children's Services, Adult Social Care, the Police or taking advice from Thirtyone:eight.

- The Leadership will support the Safeguarding Co-ordinator/Deputies in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinators is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Section 3

How to respond to a child or vulnerable adult wishing to disclose abuse

As part of proper care, and in response to Government guidelines, FFBC Activity Leaders must be alert to the possibility that a child, young person or vulnerable adult might show signs of abuse or exploitation. Abuse and exploitation can be emotional, physical, spiritual or sexual, and can be organised or online. It may occur within the child or adult's home, school, work or other environment. Should there be a concern, FFBC Safeguarding Co-ordinators will work with and seek advice from Thirtyone:eight in following Government regulations and advice.

Any cause for concern, any suspicion that inappropriate behaviour is occurring, any direct report from a child, young person or vulnerable adult that they have a problem that needs further intervention from Children's Services, Adult Social Care or the Police, must be written up immediately whilst evidence is fresh in your mind (what was said, what you noticed, time, date, supporting evidence, witnesses etc) and reported to one of the FFBC Safeguarding Co-ordinators as soon as possible but not later than within 24 hours.

It is vital that if abuse is suspected the child, young person or adult is not questioned more than is absolutely necessary, that any questioning takes place with two leaders or helpers present and that accurate notes are taken. These notes must include any questions asked and the responses, and should also make clear what was said prior to and following any questions. Persistent or leading questioning is likely to undermine any subsequent police or Children's services investigation.

If a child, young person or another adult discloses knowledge of abuse:

- Do not discuss the matter secretly but ensure you can be seen by someone else if that is possible.
- Listen without interrupting.
- Keep calm and manage your feelings and reactions.
- Do not ask leading questions (questions which suggest a particular answer).
- Reassure the person that they are right to tell you.
- Do not promise confidentiality. Make clear as soon as you can that you will not be able to keep this a secret and say who you will need to tell.
- Ensure all notes are written in the person's own words as much as possible and ensure they are dated, timed and signed indicating where the disclosure took place and who was present.
- Simple diagrams of any cuts, bruises can be marked on a simple 'ginger-bread man' figure.

Ensure the physical environment is welcoming, giving opportunity for the child, young person or vulnerable adult to talk in private but making sure others are aware that the conversation is taking place.

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

Helpful responses

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

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- I am shocked. Don't tell anyone else.

If there is powerful and unequivocal evidence that a child or vulnerable adult is at serious and imminent risk of harm outside FFBC, the matter must be reported immediately to one of our Safeguarding Co-ordinators, who may need to make a decision on whether to stop that person leaving the premises until the police or other professionals have been contacted.

If any FFBC member, whether an activity leader or not, has any cause for concern about the behaviour of an adult on FFBC premises (whether a church member or not) the matter should be discussed, in confidence, with one of the Safeguarding Co-ordinators, who will decide an appropriate course of action.

Detailed procedures where there is a concern about a child

Allegations of physical injury, neglect or emotional abuse

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator or Deputy Safeguarding Co-ordinator will:

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

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator will:

- Contact the Children's Services Department Duty Social Worker for children and families. They may not speak to the parent or carer at this initial stage, but they would normally inform the Eldership of the church through contact with the Elder with oversight of Child Protection.
- Seek and follow the advice given by Thirtyone:eight if, for any reason they are unsure whether or not to contact Children's Services or the Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection

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 the Safeguarding Co-ordinator will

- 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.
- 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 the Safeguarding Coordinator 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.

Allegations of abuse against a person who works with children

If an accusation is made against a church worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures, will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a designated officer formally called a Local Authority Designated Officer (LADO). They should also report the accusation to Thirtyone:eight.

The Local Authority Designated Officer (LADO) and Designated Adult Safeguarding Officer (DASM) telephone number is 07825 782793 or 01323 466606. Email – lado@eastsussex.gov.uk

Consideration also needs to be given to the possibility of advising the Disclosure and Barring Service (DBS)

Section 4 - Prevention

Safer recruitment – appointment, support, supervision and training of leaders and workers

The Leadership will ensure all senior workers (e.g. activity co-ordinators, youth workers, etc.) whether paid or voluntary, will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. The same principles will be applied to those appointed to work with vulnerable adults. This includes ensuring that:

- Those carrying out such work have completed a self-declaration form.
- Safeguarding has been discussed with them.
- Where appropriate, written references have been obtained, and followed up.
- A Disclosure and Barring check (DBS) has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information).
- The applicant has been given the safeguarding policies or can access on Forest Fold website and has certified that they have read these policies and know how to report concerns.

Management of workers – Code of Conduct

As a leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers will have seen and signed up to this Policy and will have been issued with a relevant Code of Conduct. The Home Office guidance 'Abuse of Trust Caring for Young People and the Vulnerable; Guidance for preventing abuse of Trust' is intended to avoid power imbalances and encourage a culture of mutual respect to prevent situations that could be perceived as coercive and controlling and to establish clear boundaries in regards to personal relationships.

Section 5

Pastoral Care

Supporting those affected by abuse or exploitation

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and offering support to those who have been affected by abuse or exploitation who have contact with or are part of the church.

Working with offenders

When someone attending FFBC is known to have abused or exploited children, young people, or is known to be a risk to vulnerable adults the Leadership, together with the Safeguarding Team will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children, young people and vulnerable adults, set boundaries for that person which they will be expected to keep. Should this situation arise, a confidential contract between the individual and the church will be agreed: this will be tailored specifically to individual circumstances and, where possible, informed by risk assessments from the statutory agencies.

Section 6

Practice guidelines

As a Church working with children, young people and adults with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities and events safely, develop good relationships and minimise the risk of false or unfounded accusations. These principles will apply to any joint venture with another church or organisation, and will include the use of our premises.

As well as general code of conduct for workers we also have a specific Code of Conduct for those involved with all Young People groups and activities.

Working in partnership with other organisations

We expect those with whom we work in partnership in the UK to follow these guidelines. We will discuss with all partners our safeguarding expectations where access to children, young people or vulnerable adults is possible and have a partnership agreement for safeguarding. It is our expectation that any organisation using our premises, as part of any agreement will have their own policy that meets Thirtyone:eight's safeguarding standards.

Where we work with organisations outside the UK the church leaders will ensure that no child, young person or adult is at risk and that procedures match our policy as closely as is possible. Parents of children and young people engaged in activities abroad or in the UK with partner organisations should be made aware of the arrangements for ensuring their safety and any potential areas of risk.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. The safeguarding policy is just one means of promoting safeguarding.

Signed by

_____ on behalf of the Leadership

_____ Safeguarding Co-ordinator on behalf of the Safeguarding Team

Date _____

Appendix 1

Leadership Safeguarding Statement

Jesus has a pure and genuine love for all; this is what we seek to emulate.

The Leadership recognises the importance of its ministry and work with children, young people, and adults in need of protection, and our responsibility to protect everyone entrusted to our care. We are committed to creating and enabling a healthy culture in order to minimise any coercion and control within our church.

Forest Fold Baptist Church (FFBC) is committed to the safeguarding of all children and adults and ensuring their well-being.

Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse, exploitation and neglect of children and young people and to report any such abuse that we discover or suspect.
- We believe every child, young person and adult should be valued, safe and happy. We want to make sure that everybody we have contact with knows this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened to and to be protected from all forms of abuse.
- We recognise that we all have the responsibility to help prevent the physical, sexual, psychological, financial, discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every part of FFBC unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children, young people and vulnerable adults.
- We believe in the necessity of creating a healthy culture in our church where the value of all people is recognised and challenges are responded to appropriately.

We are committed to:

- Supporting parents and families and adults with additional needs
- Nurturing, protecting and safeguarding children, young people and vulnerable adults.
- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Safeguarding Team in their work and in any action they may need to take in order to protect children, young people and vulnerable adults.
- Ensuring everyone agrees to abide by these recommendations and guidelines.

- Supporting, resourcing, training, monitoring and providing supervision to all who undertake this work.
- Supporting all at FFBC affected by abuse or exploitation.
- Using, respecting and taking guidance from the 'Safe and Secure' safeguarding standards developed by ThirtyOne:Eight

We recognise that:

- Child, young person and vulnerable adult safeguarding is everybody's responsibility.
- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed then the police will be contacted as a matter of urgency.

We will review this statement and our policy and procedures annually.

If you have any concerns either for a child, young person or vulnerable adult, or in relation to any safeguarding matter, then speak to one of the following who are the Safeguarding Team for FFBC.

Jean Hare – Lead Safeguarding Co-ordinator
 Marilyn Hitchcock - Safeguarding Co-ordinator
 David Holman –Safeguarding Co-ordinator
 Joanna Philpott –Safeguarding link to Young People

John Cowley – Forest Fold leadership and trustee representative for Safeguarding

A copy of the full policy is obtainable from the Forest Fold website or from any of the safeguarding team.

Signed (by the Leadership)

John Cowley

John Hitchcock

Mark Philpott

Anthony Sharpe

Appendix 2

Signs of Possible Abuse (Children and Young People).

The following signs could be indicators that abuse has taken place but should be considered in the context of the child's whole life:

Physical

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

Sexual

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

Emotional

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

Neglect

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

*These indicate the possibility that a child or young person is self-harming. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Appendix 3

Signs of Possible Abuse (Vulnerable Adults)

Physical

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

Sexual

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

Psychological

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

Financial or Material

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents.
- Sudden inability to pay bills.
- Carers or professionals fail to account for expenses incurred on a person's behalf.
- Recent changes to deeds or title to property.

Neglect or Omission

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

Discriminatory

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

Institutional

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

Appendix 4

Guidance to Parents and Carers of attendees at Forest Fold Baptist Church

Parents are responsible for their children, and carers for vulnerable adults, at all times whilst they are in the church environment, until an Activity Leader accepts them into a small group event. e.g. Crèche, Sunday School, Young Life, Young People's Group. Once accepted by an Activity leader they are in FFBC's care until the Sunday service or activity has finished.

Specifically, parents are responsible for their child in what is perceived as the higher risk times before and after Sunday School and the formal part of the church service, when parents may be socialising. These times are not supervised by FFBC leaders.

Parents should note that the following actions are deemed acceptable behaviour for FFBC team members, and may be applied to a child in our care:

- Assuming children are toilet trained and capable, they will be allowed to go to the toilet alone, and their absence monitored.
- Assuming children of Nursery school age or below may require assistance in the toilet, this will be offered and provided by a member of the team, specifically at the child's request.
- Children or vulnerable adults who may be upset or suffering a minor injury will be comforted appropriately, and provided with basic first aid if necessary.
- Children or adults suffering a serious injury will be treated appropriately, whilst the parent, carer or relative is summoned. Treatment may include all necessary first aid methods to preserve life and will be given on the basis of a good Samaritan, not necessarily from a trained first aider.
- Children or vulnerable adults whose behaviour may present a risk of injuring themselves or others may be carefully and reasonably restrained by one or more of the FFBC team, with the minimum of force believed to be necessary and proportionate to the risk presented, whilst the parent, carer or relative is summoned.

Parents of children, or carers of vulnerable adults, with extreme allergies, medical conditions and behavioural issues must make team leaders aware of all conditions at the start of each term. In such situations, Activity Leaders must be provided with appropriate medical devices (inhalers, EpiPen's) and instructed by the parent in their correct use, provided they are happy to accept that responsibility. All medications must be in date and clearly labelled with the child's name and the leaders provided with written instruction and permission to dispense them. Children and adults may be offered sweets, biscuits, and home-made foods whilst in FFBC care. These may contain nuts.

Parents and carers have the right to ask the Activity leader to apply different guidelines for their child or vulnerable adult, which the Activity leader has the choice to accept if workable.

Signed On behalf of the Safeguarding Team

Appendix 5

Paid or Voluntary Worker Agreement.

This agreement sets out the basis on which leaders and helpers support Forest Fold Baptist Church (FFBC).

Representing the church.

Workers should always seek to behave in a manner that is honouring to God; they should never do or say anything that could bring the church into disrepute and they should never undermine the church's teaching, leaders or other church members.

Children, young people and vulnerable adults: All workers should be sensitive to the needs of children, young people and vulnerable adults and must comply fully with FFBC's Safeguarding Policy. This includes having an up-to-date DBS check.

Workers should always comply with the need to ensure the safety of children, young people and vulnerable adults whilst in our care. They should ensure that there are always at least two leaders present at any activity, that a dated record (register) is kept of all leaders and attendees (including visitors) at each event and that any accident or mishap is logged on this register.

Workers should resist all physical contact with children and vulnerable adults but if comforting is necessary by reason of upset or minor injury a hand on the shoulder or an arm around the shoulders may be appropriate. In terms of the specific needs of babies and toddlers, a practical, common-sense approach is required with minimal physical contact but sufficient to ensure they are safe and comfortable. More personal care, eg. nappy changing, medical assistance, etc. must be carried out by the parent or other appropriate allocated person.

Workers should be alert to the possibility that a child, young person or vulnerable adult could be suffering from emotional, physical, or sexual abuse outside the church. They must avoid leading or persistent questioning and **MUST** record their concerns with as much detail as possible and **MUST** discuss the matter with the Safeguarding Co-ordinator or a member of the Safeguarding Team

False accusations: workers should avoid putting themselves in a position where false accusations could be made about their behaviour, even years or decades later.

Church Worker Safeguarding Agreement/Declaration

I confirm that -

I have an enhanced DBS check and have recently read/reread the FFBC's Safeguarding Policy and the Code of Conduct for Leaders of YP Groups. I will act with sensitivity when dealing with children, young people and adults and will avoid anything that could be construed as inappropriate, neglectful, exploitative or abusive. I will abide by FFBC's Safeguarding Policy and the Safeguarding Code of Conduct and I will also avoid situations in which I could be falsely accused of inappropriate behaviour.

Name

Role (if appropriate)

Signed **Date**

Appendix 6

Useful phone numbers:

Forest Fold Baptist Church (John and Esther Cowley)	01892 653675
Jean Hare (Lead Safeguarding Co-ordinator)	07950 515392
Marilyn Hitchcock (Safeguarding Co-ordinator)	01892 653784 / 07816 787643
David Holman (Safeguarding Co-ordinator)	07955 027258
Joanna Philpott (Safeguarding link to Young People)	07833 704208
John Cowley (Trustee with responsibility for safeguarding)	01892 653675
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East Sussex Health and Social Care (Adults)	0345 6080191
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