



# ***HENDON BAPTIST CHURCH***

*A Church for all Nations*

*Finchley Lane, Hendon, NW4 1DJ*

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## **SAFER RECRUITING AT HENDON BAPTIST CHURCH**

The importance of taking proper care when appointing people to work with children and adults at risk cannot be minimised. There are some simple steps that can be taken to protect children and adults at risk in our care.

**Note:** The leaders of our children's and adults' work and of National Organisations connected with Hendon Baptist Church must be Christians and appointed by the Church Members' Meeting.

A check list will be provided at the start of the appointment process and the person responsible for completing each step must sign to signify that it has been completed.

### **Step 1 Prayer**

The Pastor and Deacons will pray about whom to appoint as leaders (of children and adults at risk) before approaching them.

If a head of a ministry department would like to suggest a person for ministry, they need to approach the Pastor and/or ministry Deacon. It is important that they do not approach the person in consideration before the Pastor and Deacons have had an opportunity to meet and discuss/pray about that person. Only the head of the ministry department is allowed to start and continue this process in conjunction with the leadership team.

If a member of the church feels called to a particular ministry, they should approach the head of that ministry department. The head of the department should explain the processes involved in applying and then take the name of the person to the Pastor and Deacons to begin the process.

### **Step 2 'Taster' Sessions**

If agreed to pursue, the potential worker can attend up to **three** taster sessions where they will be supervised at all times. After the three 'taster' sessions the potential worker **will not** be able to work with children until all the steps in the recruitment process have been completed. After the taster sessions, a written report must be presented to the Pastor and

Deacons outlining whether the potential worker and the group leader feel it is right at this point to continue the process. If a person feels they need more than three 'taster' sessions, this is at the discretion of the Pastor and Deacons who must be approached before any further sessions are agreed.

### **Step 3 Role Description and Application Form**

The applicant will be given a role description that is specific to the role in which they are interested by the leader of the ministry department. All applicants must complete the ***Application Form for Voluntary Work with Children and Young People (Form C)*** (and National Organisation equivalent where relevant). This should be returned to Giovanni Corradelli. All situations which involve work with children are exempt from the Rehabilitation of Offenders Act 1974 (the Act which normally allows certain convictions to be regarded as 'spent' and not disclosable after a period of time). All applicants will need to agree to undergo an enhanced DBS (Disclosure and Barring Service) check.

### **Step 4 Formal Interview**

All people seeking to work with children and adults at risk must be interviewed. The applicant will undergo a formal interview with the leader of the ministry and at least one Deacon. This will give the opportunity to discern whether the person is suited to the post and to seek together the mind of God. It will enable all involved to have a clear understanding about what the post entails and what will be the expectations of the worker and the church. The interview should explore the person's gifts and Christian experience and any past experiences of contact with children or adults at risk.

### **Step 5 References**

The applicant will also be asked to give the names of two referees. If the person has worked with children or adults at risk in the past, or if they are employed in a child or adult care situation, always obtain a reference from someone who knows them from such a context. If a person has moved from another church fellowship within the last five years always obtain a reference from their previous church(es). If the person has never worked with children before and if they have always attended your church, ask for at least one reference from someone outside the church fellowship. If the person has a job, one reference should be professional. The application form should make it clear that you reserve the right to take up further references if appropriate. **If the applicant does not return the completed application form, the appointment process should not proceed.** The names, addresses, telephone numbers and role or relationship of the two referees should be given to Giovanni Corradelli who will take up the references using the ***Reference Form (Form D)*** and the ***Request for Reference Letter (Form E)*** which will be returned to him as confidential but available to the head of the ministry department to read if necessary.

### **Step 6 Leadership Review**

After completion of steps 1–5, the Pastor and Deacons will decide whether to continue the application process. The spiritual, social, emotional and physical well-being of the children and adults at risk should be our priority in making such decisions. We should be willing to say ‘No’ to those who have offered to work with children, if we think it is in the best interests of the children and the potential worker. If the decision is ‘Yes’, this will be dependent on the successful completion of a DBS check.

### **Step 7 Check the Candidate’s Criminal Record**

If it is decided to invite the applicant to work with children or adults at risk they will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. The person in charge of completing the DBS will contact the candidate and ask them to complete the necessary forms and verify their Documentary Evidence.

Note: The checking of a person’s criminal background is only one link in the chain of good practice procedures when appointing someone to work with children or adults at risk. Interviewing and taking up relevant references are both equally important, if not more so. Simply asking for a DBS is not a sufficient safeguard.

On receiving the outcome of the DBS, the Pastor and Deacons will meet to discuss if the candidate is suitable to work in the ministry department.

### **Step 8 Church Members’ Meeting**

The head of the ministry department that nominated the applicant will present them for consideration by the Church Members’ Meeting. This must only occur after steps 1–7 have been successfully completed. The Church Members will vote for whether they feel God has called this person to minister in this area.

### **Step 9 Volunteer Agreement**

On appointment every candidate should receive a full copy of the church’s safeguarding policy and procedures and should sign an undertaking to work at all times within the terms of the policy and procedures ***Volunteer Agreement (Form F)*** and to attend relevant training sessions. This practice reinforces the seriousness with which the church takes its commitment to the safeguarding of children and adults at risk.

### **Step 10 Induction and Training**

An induction programme should be arranged by the appropriate leader of the children’s department/organisation to introduce the candidate to the responsibilities of their role.

This should include training in the church's safeguarding policy and procedures. As soon as possible after appointment, all workers should have full training from the Baptist Union in safeguarding. Ideally this training should be refreshed every three years. If a person is already working with children or adults at risk in the church and has undertaken this training, additional training may be necessary if they are now taking on additional responsibility for other workers.

### **Step 11 Probationary Period**

The worker will then begin a 6-month probationary period to make sure they are right for the role. During this time, any concerns about the suitability of the worker that the group leader has should be raised with the Pastor and Deacons and addressed as appropriate. After the 6-month period, a formal review will be held between the worker, group leader and a member of the leadership team to decide if the worker should continue in this ministry. A set of standards will be given to the reviewers as a suggested starting point for the discussion.

**Additional procedures will be needed when appointing paid workers, for example checking if they have the legal right to live and work in the UK. They should be subject to a 6-month probationary period.**

## GUIDELINES FOR SAFEGUARDING

### A code of behaviour for all who are appointed to work with children and adults at risk at Hendon Baptist Church

#### 1 The Way We Work

- Ensure that there is a minimum of two adults (18+) who have been DBS checked and recruited under our safer recruiting policy working with a child or groups of children. In an emergency or unforeseen situation when one adult will be alone with children, another adult who has been DBS checked and recruited under the recruiting policy should be contacted to attend. The adult can be from a different children’s ministry within the church (e.g. a Junior Church leader could help with Campaigners); however, this should be a one-off occurrence and should only happen if a leader does not turn up. If it is known in advance that leaders will be absent (for example, on holiday), the group should either be cancelled or the Pastor and Deacons should be approached to suggest a suitable temporary replacement. As an absolute last resort, to avoid being alone with children a parent may stay until that adult arrives. Workers can reduce the risk of this by always being early to groups and phoning the leader in advance if they will be late/absent.

#### Recommended minimum ratios

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

*(See Baptist Union safeguarding website)*

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

any other adults who are in the building whilst the activity is running. It is a good idea to keep a record on the register of any additional adults present who are not usually there (such as a maintenance worker).

- Where close family members (e.g. husband and wife, parent and adult child, siblings etc) are ministering together, an extra non-related adult should be present.
- Additional leaders will be needed for some activities, such as swimming.

### **Being Alone with Children and Adults at Risk**

- A worker should never plan to be alone on church premises with children or adults at risk.
- No person under 18 years of age should be left in sole charge of any children of any age. Nor should children attending a group be left alone at any time.
- If workers do find themselves on their own with children or adults at risk, they should:
  - Assess the risk of sending the child or adult at risk home.
  - Phone another team member and let them know the situation.

### **Safer Behaviour**

- Treat all children with respect and dignity. Use age-appropriate language and tone of voice. Be aware of your own body language and the effect you are having on the individual child.
- Listen well to children. Be careful not to assume you know what a child or young person is thinking or feeling. Listen to what is spoken and how it is said. At the same time, observe the body language to better understand what is being said.
- Do not engage in any of the following:
  - invading the privacy of children when they are using the toilet or showering
  - rough games involving physical contact between a leader and a child
  - sexually provocative games
  - making sexually suggestive comments about or to a child, even in 'fun'
  - scapegoating, belittling, ridiculing or rejecting a child
  - inappropriate and intrusive touching of any form.
- When it is necessary to control and discipline children, this should be done without using physical punishment. (A situation may, however, arise where a child or young person needs to be restrained in order to protect them or a third person.) Any physical contact should be logged.
- Make sure another adult is present if, for example, a young child has soiled their underclothes and needs to be thoroughly washed. If possible, the child's own parent or carer should be called in to carry out such a task.
- Do not respond to excessive attention-seeking that is overtly sexual or physical in nature.
- Do not invite a child to your home alone. It may be acceptable to invite a group if you ensure that another adult is in the house. Establish that each

parent/carer knows where their child is and at what time they should return home. (It is advisable to require all children to submit a completed form ***Parental Consent and Medical Form for Events, Activities and Residential Holidays for Under 18s (Form H)*** when inviting them to your home.)

### **Physical Contact**

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

### **Children with Special Needs**

Children who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., and may have limited understanding and behave in a non-age-appropriate way. It is good practice to speak with the parents/carers of children with special needs and find out from them how best to assist the child.

## **2 Talking with a child or adult at risk one-to-one**

If a child or adult at risk 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 present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

### 3 Transporting Children

- Only those who have gone through our safer recruitment process (and have therefore successfully completed a DBS check) and have signed the safeguarding policy may give lifts to children on behalf of the church.
- Never give lifts to children on their own.
- The child/children should sit in the rear of the car.
- Parental consent must be obtained.
- Drivers are advised that they should check with their insurance company that their policy covers them for volunteer driving.
- Drivers must be over 21 with at least two years' experience of driving. It is preferable that they have a clean license and have not recently moved to the UK (so are familiar with the roads in this country).
- Always insist that seat-belts are worn when travelling.
- Current regulations regarding the use of seat belts, booster cushions and other safety restraints should be adhered to.
- If a minibus is used all relevant legislation should be adhered to.
- When using coaches, ensure that the company has full insurance cover. Check on the limit of passenger numbers and do not exceed this number. Children should remain seated and wear seat-belts provided.
- On every trip an adult should be given a written list of those children for whom they have responsibility, even if the whole group is to remain together.
- If travelling in several small groups, it is good practice to insist that the same group of children travels on both the outgoing and return journeys with the same adult. This minimises the possibility of children going astray because of false assumptions that someone else has taken them.

### 4 Keeping Parents/Carers Informed

- Parents/carers should be asked for details of their child/children – full name, date of birth, address and contact telephone number(s). Consent forms for emergency medical treatment and for travel arrangements (Form H) should be completed if children are being cared for in the absence of their prime carer, whether on or off church premises. This information should be readily available to workers. Be aware that in some families, there are legal constraints on contact with children by absent parents
- A register should be kept of all children attending church activities. This should be on hand if there is a fire drill or evacuation of the premises.
- All children regularly attending church organisations will be required to submit a **Registration and Consent Form for under 18s (Form G)** (National Organisations will have their equivalent Parent Consent forms). Forms will be held by the relevant Sunday School teacher/organisation leader.

- Parents/carers should be advised of the Safeguarding policy in place in the church and given information about who is caring for their child, with workers' or leaders' name(s) and telephone numbers available on request. They should be advised of what action will be taken if a child protection issue arises.
- There should be a clear understanding of what sort of activities the child or young person will be doing and the time limits of these. Arrangements for returning children to their parents' care should be clarified. Where children are collected from activities, (which will normally be the case with children up to 11 years of age) nominated persons should be identified by the parent/carer as acceptable to carry out this task.
- When children turn up to and want to join in with church activities without the knowledge of their parents/carers, workers will:
  - Welcome the child and try to establish their name, age, address and telephone number.
  - Record their visit in a register.
  - Ask the child if a parent/carer is aware of where they are. Where possible, phone and make contact.
  - Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g. medication) so that you can respond appropriately in an emergency.
  - Give the child a consent form and explain it needs to be filled in and brought back next time.
- All leaders must remain at the church until all the children under their care have left. If a parent does not arrive at the correct time to collect their children, the leader of the group must:
  - Use the contact details to phone the parent and find out where they are.
  - If they are more than 15 minutes late, or the leaders are not able to wait long with the child, they should phone the other parent or an emergency contact number and ask them to come and collect the child.
  - If they are not able to contact anyone, they should phone the DPS (Lindsay Jacobs).

## **5 Looking After Children Overnight**

- The DPS (Lindsay Jacobs) must be informed of all overnight stays.
- A risk assessment must be carried out beforehand by the leader of the group. Please see [https://www.baptist.org.uk/Groups/220821/Risk\\_Assessment.aspx](https://www.baptist.org.uk/Groups/220821/Risk_Assessment.aspx)
- There must be at least one leader accompanying the group who holds a first aid certificate
- If leaders are preparing food for the children a food hygiene certificate is required by the head cook.
- Males and females must sleep separately.

- If the group has both boys and girls, then it is important to have a mix of male and female workers.
- Adults should sleep separately from children as this reduces the potential for accusations of abuse. However, it may be acceptable for workers to share sleeping accommodation with children in a large dormitory or on an activity such as youth hostelling, where it is customary practice and there is more than one worker per room. Workers will not share sleeping accommodation with fewer than three children. Arrangements will be age-appropriate, provide security for the child and be safe for everyone involved.
- All parents/carers should be given written details of an identified contact worker, with an address and telephone number of the overnight location. Parents/carers must be advised in writing of how their children will be cared for in their absence.
- Parents/carers must complete suitable consent forms/letter ***Parental Consent and Medical Form for Events, Activities and Residential Holidays for Under 18s (Form H)***- All medical information, plus emergency contact names and numbers, must be taken with the group to the location of the overnight care.
- In the event of an emergency a list of all those attending with contact details of their next of kin should be left with a responsible person from the church who is not attending the event.

**Please note:** A list of points to be considered when looking after children overnight can be found in ***Safe to Grow, Sixth Edition 2011, page 71, para. 14.8 Outings and Overnight Events.***

- No child will participate in adventurous activities without the written consent of the parent /carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 1996, the activity leader needs to ensure that the premises are licensed.
- The event leader will have a fire safety procedure in place, which will include the following:
  - Everyone will be warned of the danger of fire. If the overnight event is in a building, then everyone must be made aware of the fire exits. A fire drill will be practised on the first day.
  - When using a building as a residential facility, ensure that the fire alarm is audible throughout the accommodation and that all signs and exits are clearly visible. The building will also need to comply with fire regulations.
  - In the case of an emergency, ensure measures are in place to alert children with disabilities (e.g. a child who is hard of hearing).
- It is the responsibility of the leaders always to know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site.

- General safety rules will be applied as appropriate (e.g. no running around tents due to the risk of injury from tripping over guy lines).
- There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

## **6 Abuse of Trust**

Relationships between children and their leaders take many different forms, but all of them can be described as 'relationships of trust'. The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or is even a significant adult friend. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person. All voluntary organisations are now expected to have a policy which sets out the boundaries of such relationships.

- It is always wrong for a leader to enter into a sexual relationship with a young person. Whilst children aged 16 or 17 can legally consent to some types of sexual activity, they may still be emotionally immature. Their vulnerability could be exploited either deliberately or unwittingly. In these circumstances it does not make any difference whether or not the sexual relationship is consensual. The imbalance of power makes it an abuse of trust.
- It is not acceptable for a leader to form a romantic relationship with a child or young person with whom they have a relationship of trust. Such a romantic relationship (even if consensual) would not be a relationship of equal partners – the leader is always in a position of power over the young person and exploitation is almost inevitable, even if unintentional.
- If a young leader (under 18) forms a romantic relationship with another child in the group, this too is not appropriate as they are in a position of authority and trust. To avoid this, young leaders should ideally not be working with children in the age group closest to their own. If a relationship does develop, however, the young leader should cease the leadership role.

## **7 Health and Safety**

A desire to safeguard children from harm will mean that we need to be safety-conscious. Hendon Baptist Church has a *Health and Safety Policy* in place and all leaders and helpers are given written instructions for the *Building Use and Emergency Evacuation Procedure*. All leaders and those working with children will make themselves familiar with and conform to the Health and Safety Policy of the church at all times.

- **Furniture** – must be in a safe condition and appropriately sized etc.

- **Equipment** – potentially hazardous tools, cleaning fluids etc. must be stored in a safe place inaccessible to children.
- **Electrical** – electrical equipment must be regularly checked and socket covers must be used in all sockets when they are not in use.
- **First Aid** – there is a first aid box and accident book in the hall. A list of qualified first aiders is available by the first aid box. Any accidents must be recorded in the accident book and the tear-off confidential slip should be passed to Mike Gardner as soon as possible. There should be a first aider at every activity and event.
- **Fire equipment** – the building has the appropriate fire fighting equipment which is maintained annually.
- **Lighting** – the building is well lit internally and externally.
- **Accident and Emergency** – all children on site should have submitted for them a **Registration and Consent Form for under 18s (Form G)** (or National Organisation equivalent) providing details of contact addresses and telephone numbers of parents/carers, and giving consent for emergency treatment for their children if necessary.
- **Insurance** – the church regularly ensures that church insurance is adequate for the work we do with children on and off site.
- **Security** – assess how easy would it be for a child or young person to leave the building during an activity without being noticed; or how easy would it be for a stranger to get into the building during a children's or young person's activity without being noticed. Take action to minimise these risks.
- **Use of the lift** – a maximum of 6 adults to use the lift at one time. Children under 11 years of age must only use the lift with an adult present. Do not use the lift if you are the only person in the building.
- **Risk Assessment** – a risk assessment must be carried out before any activity.
- **Food hygiene** – we will observe good hygiene whenever food is prepared. If leaders are preparing food for the children a food hygiene certificate is required by the head cook.

## 8 Photography

When taking photographs or video footage we must comply with GDPR regulations.

Signed consent must be obtained by the photographer from parents/carers for photographs to be taken of children at church activities. The consent form should clarify where those photographs are likely to be used (display board, website, press etc).

- Photographing children should be conducted with sensitivity and courtesy. Consent of the child is just as important as parental permission.

- When photographs are displayed children should not be identified by name, nor should it be possible to infer the identity of individual children from the photograph.
- Photographic material should be stored safely.
- Leaders should not store images of children on their mobile phones.
- Any photographs sent to the press must not identify individual children by name, nor should the names of individual children be able to be inferred from an accompanying caption or story.
- Copies of photographs must not be distributed to other individuals without permission of a parent/carer. This includes digital images.
- Group pictures are preferable, rather than individual shots.
- Particular care should be taken with looked-after children, adopted children or children who do not see one of their parents. They could be at risk if their images are shared online as their birth parents may be able to track down their location. In this case, parents/carers may not wish their child to be photographed officially by the church or by other parents in the church.
- Parents photographing their child at events/services should be reminded that the photos are for their own use and are not to be shared online without the consent of the other parents and children.

## **9 Electronic Communication**

- In most circumstances, there will be no need for leaders to contact children directly. Wherever possible, information should be shared in the following ways:
  - Verbally during announcements at church and at groups/activities
  - In writing in the church newsletter or letters given to children/parents
  - On the church website and social media accounts
  - By phone/messenger directly to the parents of the children who attend the group.
- If a leader feels that contact directly with a child/children is essential for their ministry, they must first seek the approval of the Pastor and Deacons, giving clear reasons for the contact.
- If permission is granted by the Pastor and Deacons, parents/carers and children themselves have the right to decide if a worker is to have email addresses or mobile phone numbers etc. In compliance with GDPR, this consent can be withdrawn at any time.
- The leader sending the email must copy in another email address, the Pastor and Deacons will advise which email address should be used.
- Workers should only use electronic means of communication with those children from whom appropriate consent has been given.
- Workers should not put any pressure on children to reveal their email address, mobile phone number etc.

- Direct electronic communication with children of primary school age is inappropriate and must not happen.
- Only workers who have been appointed under the church's agreed safeguarding procedures should use any electronic means of communication to contact children on behalf of the church or one of the church's organisations.
- Contact with children by electronic communication should be for information-giving purposes only and not for general chatter.
- Where a young person in need or at a point of crisis uses this way of communicating with a worker:
  - significant conversations should be saved as a text file if possible, and
  - a log kept of when they communicated and who was involved.
- Workers should not share any personal information with children, and should not request or respond to any personal information from the child or young person other than that which is necessary and appropriate as part of their role.
- Workers should be careful in their communications with children so as to avoid any possible misinterpretation of their motives.
- Clear, unambiguous language should be used, avoiding the use of unnecessary abbreviations.
- Electronic communication should only be used between the hours of 8.00am and 10.00pm.
- Emails to children should include a church header and footer showing this to be an official communication from a youth team member.

### **Mobile phones**

- Workers should only contact parents by phone. If contact with a child/children is needed, permission from the Pastor and Deacons must be sought.
- Occasionally a child may phone the leader of the group (e.g. on behalf of the parent to ask if the group is meeting). This is fine as it is not instigated by the adult. However, the conversation should be kept brief and should only involve the sharing of information. The leader should log that the conversation took place.
- Mobile phone usage should be primarily about information-giving.
- 'Text language' should be avoided so that there is no misunderstanding of what is being communicated. For example 'lol' could mean 'laugh out loud' or 'lots of love'. Avoid use of 'kisses' e.g. 'xxx'.
- 'Text conversations' should usually be avoided (that is a series of text messages/emails being sent to and fro between mobile phones).
- The use of the phone camera should comply with the church's policy on photos/videos.
- Workers should not retain images of children on their mobile phone.

### **Instant Messaging Services (IMS)**

- The use of instant messenger services should be kept to an absolute minimum and avoided if possible. Again, they should only be used to contact parents, with specific permission needed to contact the children.
- Where a young person in need or at a point of crisis uses this way of communicating with a worker:
  - significant conversations should be saved as a text file if possible, and
  - a log kept of when they communicated and who was involved.

### **Social Networking sites**

- If youth leaders are going to communicate via social networking sites, they must only use official church accounts (for example, the church Facebook page)
- Youth leaders must never set up their own social media account for the group without the approval of the Pastor and Deacons.
- Youth leaders must never use their own social media accounts to communicate with children from the church or church groups.
- Lower age limits of social networking sites should be adhered to (this varies for each site).
- Leaders should regularly monitor the privacy settings on their personal social media accounts so that they cannot be accessed by children.
- All electronic communication with children should be avoided, but where it does occur, it should be kept within public domains.
- Workers should ensure that all communications are transparent and open to scrutiny.
- Copies of communications should be retained and other workers should be copied in on communication.
- Leaders must never accept 'friend' or 'following' requests on social media from children in the church.

## **10 Young Leaders UNDER 18 Years of Age**

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. However, neither should they be managed in the same way as the children with whom they are working.

A judgement will need to be made about how involved they will be in planning, running and evaluating the various aspects of your programme. This will depend on how much (or little) they want to do, what they are capable of, and how many other adult helpers you have. Training and mentoring should be encouraged, to ensure that the young leader is helped to develop skills, attitudes and experience.

- A young leader must be closely supervised by an adult leader at all times, and never given sole responsibility for a group of children.

- When considering ratios of staff to children, the young leader needs to be counted as a child, not a leader.
- The Safeguarding Children Policy applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age.
- If the young leader accompanies you on a residential activity ideally they should have sleeping accommodation separate from both the adult leadership team and the children or young people with whom they are working.

Careful judgements will need to be made regarding the appointment of young leaders who are under the age of 18. Some may need to be appointed under the full procedures of the church's Safeguarding Children Policy, including applying for an Enhanced DBS Disclosure. For others this will not be appropriate. The general rule of thumb is that where a young leader has leadership responsibilities in a group to which they already belong and so is exercising leadership among their peers it will not be necessary to appoint under the full procedures.

- Young leaders under the age of 18 **will not** need to be appointed under these procedures and therefore **will not** be required to apply for an Enhanced DBS Disclosure if :
  - They are asked to take increasing leadership responsibility in a group in which they are a member and they are always exercising leadership by assisting the adult workers and leaders of that group.
  - They are part of a peer-led group and emerge within that group as leaders. In this situation, adults leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

***(See - Safe to Grow, Sixth Edition 2011, page 51, Examples 1 and 2)***

When a young leader is appointed to another group, the full safeguarding appointment procedures should be followed.

- Young leaders under the age of 18 **will** need to be appointed under these procedures and therefore **will** need to apply for an Enhanced DBS Disclosure if:
  - They are appointed to work in a regulated activity with children in a group to which they do not belong.

***(See - Safe to Grow, Sixth Edition 2011, page 51, Example 3)***

## **11 Young Leaders 18 Years of Age and Over**

Leaders aged 18 years and over are adults. They will therefore need to go through the full safeguarding appointment procedures agreed by the church. Care will need to be taken

when a young leader turns 18 that their new status is recognised and that the appropriate procedures are followed, including DBS Disclosure, references and training in the church's safeguarding policy and procedures.

If they are part of a peer group within the church, the boundaries can become blurred if sometimes they are leaders and sometimes they are a member of that peer group. Ideally young adult leaders should not be given supervisory responsibility for the age group directly below them.

## **12 Adults Without Leadership Responsibilities**

A child who does not have leadership responsibilities within their group **will** need to leave the group on reaching the age of 18 or by the end of the school year in which they become 18. If they wish to remain in the group as a leader, they will need to be recruited under the 'Safer Recruiting Policy.'

## **13 Adults at Risk**

### **Premises**

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

### **Language**

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

### **Worship**

In all worship services, we will consider the varied requirements of our congregation and try to be as inclusive as possible. Below are some suggested points to consider:

- Providing some copies of large print type for all printed materials
- Speakers always facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading
- Describing what is being presented on a screen for those who cannot see it clearly
- Using inclusive language
- Using a variety of liturgy and resources to cater for different levels of understanding
- Using a microphone during times of open prayer so that all can hear

- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

### **Insurance**

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

### **Financial integrity**

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

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

### **Photographs**

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

### **Computers**

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

### **Record keeping**

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

### **Pastoral Relationships**

All those involved in pastoral ministry should work in a way that follows clearly defined procedures, which set out the boundaries to protect those carrying out the pastoral ministry as well as those receiving it:

- Workers should be aware of the power imbalance within pastoral relationships and the potential for abuse of trust.
- Behaviour that suggests favouritism or gives the impression of a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency within a pastoral relationship.
- Workers should never take advantage of their role and engage in sexual activity with someone with whom they have a pastoral relationship.
- All people receiving pastoral ministry should be treated with respect and should be encouraged to make their own decisions about any actions or outcomes.
- Workers should not pastorally minister to anyone whilst under the influence of alcohol or drugs.
- Workers need to recognise the limits of their own abilities and competencies, and get further help when working with situations outside of their expertise or role.

## **14 Outings and Overnight Stays Involving Adults at Risk**

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

- A risk assessment must be carried out beforehand

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

### **Sleeping Arrangements**

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

### **Personal Care**

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

### **Activities**

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

### **Safety**

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

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

### **Consent and Medical Information**

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. An adult at risk should have a say in their care and any arrangements made for them; however, there may be occasions when

you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

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

### **Holding and Dispensing of Medication**

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

## **15 Bullying**

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

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

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

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

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

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

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

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

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

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

## **16 Working with Alleged or Known Offenders**

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

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

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to rebuild their life without people knowing the details of their past offence should be balanced against the need to protect children and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions that they should be aware of.

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

## **17 Alleged or Known Offenders who are Themselves Adults at Risk**

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

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

## **18 What to do if abuse is suspected or reported**

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

Everyone has his or her part to play in helping to safeguard children and adults at risk within

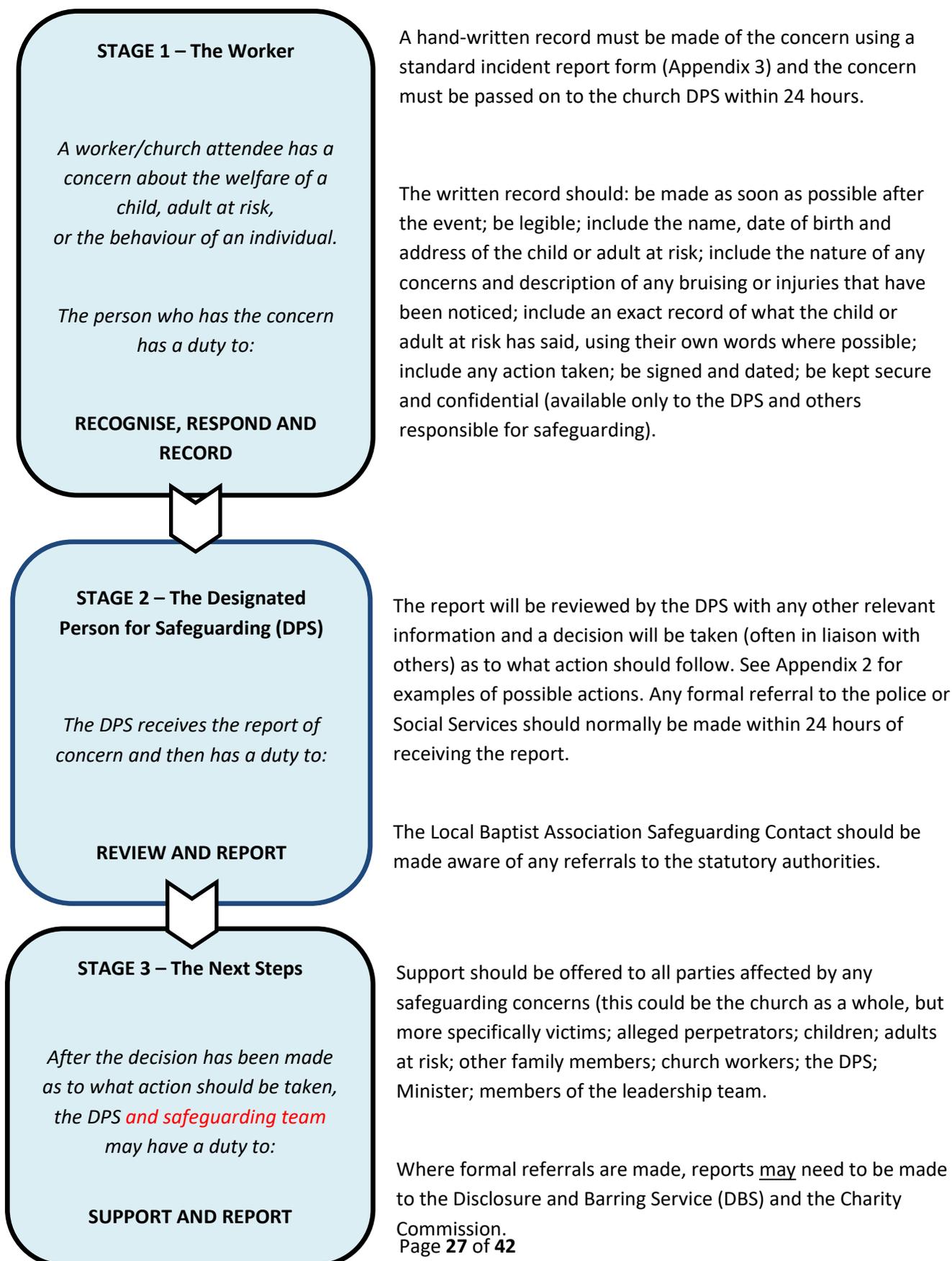
the life of the church:

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

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

## Responding to Concerns

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



If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team (if any family members of the DPS are in the Safeguarding Team, they should not be informed).

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

### **Responding to Concerns Raised about Adults at Risk**

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

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

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

The Care Act 2014 provides helpful guidance on these situations:

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

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

### **Allegations Against Workers**

If you see another worker acting in ways which concern you or might be misconstrued, speak to the DPS about your concerns as soon as you can. This includes the actions or behaviours of those in leadership positions in the church.

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

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

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

It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

### **When concerns are expressed about the Minister**

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them. If another member of the safeguarding team is related to the Minister, they should not be informed either.

**When concerns are expressed about the church DPS / DDPS / Safeguarding Trustee**

Any safeguarding concerns involving the DPS, DDPS or Safeguarding Trustee should be raised with the Minister. If the situation arises that the person who is accused is related to the Minister, the Safeguarding Representative at the LBA should be contacted. Do not tell the DPS / DDPS / Safeguarding Trustee that a concern has been raised about them.

## USEFUL CONTACTS

### Social Services

Barnet have a Multi-Agency Safeguarding Hub (MASH). This includes representatives from the local police, as well as social workers for both adults and children. They can be contacted on the following numbers whenever there is a concern about a child or an adult at risk.

The MASH operates Monday – Thursday 9am – 5.15pm and Friday 9am – 5pm. During these hours, the contact number is **020 8359 4066**.

Outside of these hours, the MASH emergency duty team can be contacted on **020 8359 2000**.

### Police

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

### London Baptist Association (LBA)

LBA Safeguarding Contact is: Pete James

Phone: 020 7692 5592

Email: [Safeguarding@londonbaptist.org.uk](mailto:Safeguarding@londonbaptist.org.uk)

## APPENDIX 1 - DEFINITIONS OF ABUSE

### Understanding, Recognising and Responding to Abuse

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

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

	position of spiritual authority (e.g. minister). The person experiences spiritual abuse as a deeply emotional personal attack.
<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.

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

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

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

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

## APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

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

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

A written record using the standard incident report form (See Appendix 3) should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### The record should:

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

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

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

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

## **STAGE 2 – THE DESIGNATED PERSON FOR SAFEGUARDING (DPS)**

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

### **The duty to REVIEW**

In reviewing the report that is received, the DPS:

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

### **The duty to REPORT**

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

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

- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

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

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

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

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

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely by the DPS and a written record should be made of the actions taken.

### **STAGE 3 – THE NEXT STEPS**

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

#### **The duty to SUPPORT**

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

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

#### **The duty to REPORT**

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

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

## APPENDIX 3 – SAFEGUARDING INCIDENT FORM

<b>Name of church / organisation</b>	
<b>Contact details of church / organisation</b>	

<b>Name of Designated Person for Safeguarding (DPS)</b>	

*This form should be completed by the Designated Person for Safeguarding*

<b>Contact details of Designated Person for Safeguarding (DPS)</b>	
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<b>Name of concerned person or to whom disclosure was given</b>	
<b>Contact details of concerned person or to whom disclosure was given</b>	

**INDIVIDUAL OF CONCERN - CONTACT DETAILS**

<b>Name</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Phone number / Email address</b>	

**THE INCIDENT**

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

When did it happen? (date, time)

Where did it happen? (specific location)

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

ANY ACTION THAT HAS BEEN TAKEN

Have the carers or parents / guardians been informed?

(Please tick)

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

If so, when and by whom?

Have the statutory authorities been informed?

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

If so, please complete the table:

*Example:*

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

Has the Local Association been informed?

Yes	No	
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*(Please do so if the statutory authorities are involved)*

If so, when and by whom?

Any other action taken:

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

**SIGNATURES**

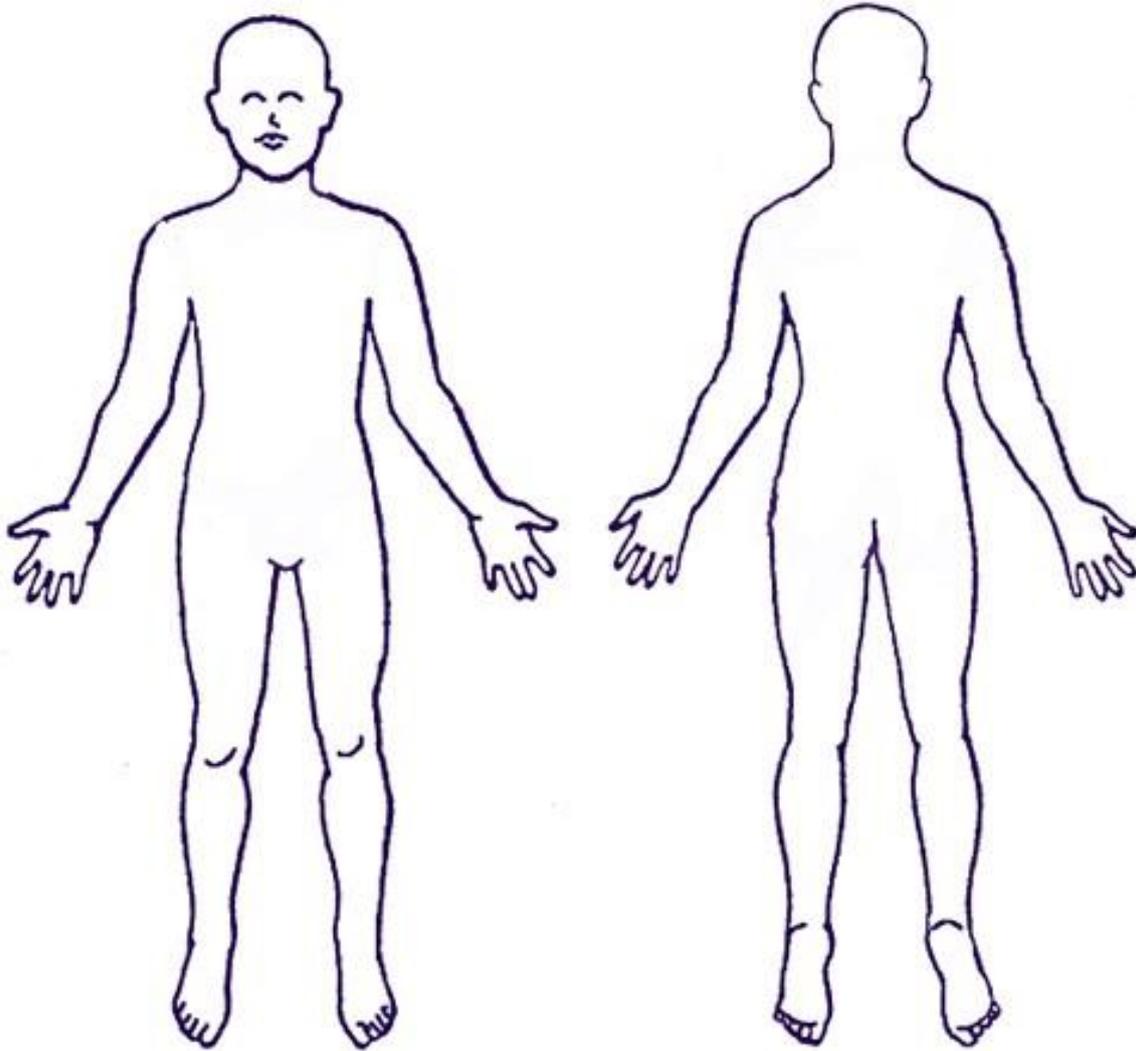
<b>Signature of Designated Safeguarding Person (DPS)</b>		<b>Signature of Minister, or Church Safeguarding Team member</b>	
<b>Date &amp; time</b>		<b>Date &amp; time</b>	

**BODY MAP**

Name of Individual of Concern \_\_\_\_\_

Name of person completing this form \_\_\_\_\_

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



Front

Back

Signature \_\_\_\_\_

Date and time \_\_\_\_\_