



LANGLEY FREE CHURCH

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Langley Free Church Policy	Safeguarding Children and young people Policy and procedure
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Primary Responsibility:	Designated Person for Safeguarding (DPS) <i>Lynsey Sharkey</i>
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1. Introduction and definition

We all have the same rights and expectations to independence, respect, choice, fulfilment of ambitions, to be heard, included and to have privacy and confidentiality. These expectations are central to the way in which we interact with each other. Safeguarding is the actions required to promote individual's fundamental rights to be safe. This includes the maintaining of safe environments for all and having processes to follow if things go wrong.

The mission statement of Langley Free Baptist Church (LFC) is:

'To love the Lord our God with all our heart, soul, mind and strength; To love our neighbours as ourselves and to follow the Manifesto of Jesus' Luke 4:18-19

In fulfilling this statement, we:

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

For the purpose of this policy, the term 'child' refers to anyone under the age of 18 years. The terms children and young people (YP) are used interchangeably. These guidelines are in no way intended to paralyse good work with the young people in our church or to stop anyone from doing what they are good at – engaging and working with children and young people.



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2. Policy Statement

Our safeguarding responsibilities:

LFC recognises its responsibilities in safeguarding all children, regardless of gender, ethnicity or ability, as set out in The Children Act 1989 and 2004, Safe from Harm (HM Government 1994) and Working Together to Safeguard Children (HM Government 2010).

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

This policy and the following procedures apply to all activities organised and run by LFC. Outside organisations that run groups or activities involving children must have their own Safeguarding policy and procedures in place.

Prevention and reporting of abuse

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and the duty of all to respond to concerns about the well-being of children and to report any abuse disclosed, discovered or suspected. LFC will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

Safer recruitment, support and supervision of workers

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

Safer working practices

LFC is committed to providing an environment that is as safe as possible for children and will adopt ways of working with them that promote their safety and well-being. Those appointed to the role of working with children will be expected to demonstrate both respect and dignity towards the child/children as well as using appropriate language and behaviour as part of their work ethic and respond to any concerns in a timely manner.

A safer community

LFC is committed to the prevention of bullying and will seek to ensure that the behaviour of any individuals who may pose a risk to children in the community of the church is managed appropriately.



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Safeguarding Team

Safeguarding children within the church is everyone's responsibility. However, LFC has appointed a safeguarding team and they will work together to achieve best practice in safeguarding children within the church.

LFC has appointed **Lynsey Sharkey** as Designated Person for Safeguarding (DPS) to:

- Receive reports of disclosures, abuse or concerns and maintain confidential records
- Take the appropriate action when abuse is disclosed, discovered or suspected
- Keep the safeguarding policy up to date
- Advise the church on any matters related to the safeguarding

LFC has appointed **Wendy Williams (Temp)** as Deputy Designated Person for Safeguarding (DDPS) to:

- Assist the DPS on any matters related to the safeguarding
- Support the DPS in taking appropriate action when required

The church has appointed **Heidi Johnston** as the Safeguarding Trustee to:

- Raise the profile of safeguarding within the church
- Oversee and monitor implementation of the policy and procedures on behalf of the church's trustees.

Putting our policy into practice

- A copy of the safeguarding policy summary will be displayed permanently on the church noticeboard and a hard copy of the policy is available in the church office on request from any member of, or other person associated with the church, and a PDF version is available on our church website.
- Each worker with children, whether paid or voluntary, will be given a full copy of the safeguarding policy and procedures and will be asked to sign to confirm that they read the policy and will follow them.
- The policy with procedures will be monitored and reviewed annually. Any necessary changes adopted into the policy and implemented through our procedures needs to be highlighted to any member of, or other person associated with the church.
- The policy summary will be read annually at the Church AGM and agreed by all present.



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3. Types of abuse

What is abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a range of settings, most abuse (90%) is carried out by someone known to the child, rather than a stranger. This may be a member of the family or someone trusted by the child and their family. There is no certain way of identifying a would-be-abuser.

It is often hard to admit that abuse may be taking place in our community. We need to be aware so that we can do the right thing as well as protect ourselves; this is why these guidelines have been set up so we can know what to do.

How do children suffer abuse?

There are several categories of abuse. The most common are physical abuse, emotional abuse, sexual abuse and neglect.

Physical Abuse: *Where children's bodies are hurt or injured non-accidentally and with force, normally by someone who has authority over the child. This includes the practice of female genital mutilation (FGM) and other traditional harmful practices. It is an offence to perform or assist someone in performing FGM on a girl, including taking a girl abroad for such a procedure.*

Emotional Abuse: *Where children do not receive love and affection, may be frightened by threats and taunts, or are given responsibility beyond their years. This can also include 'spiritual abuse' where children can suffer harm through practices of a faith community. This could include labelling a child as 'evil' or placing pressure on children to make decisions that are not appropriate to their age.*

Sexual Abuse: *Where adults use children to satisfy sexual desires from a position of power, or where children are involved by an adult in sexual activities inappropriate to their age. (Children can also abuse others, normally those over whom they have some power or influence).*

Neglect: *Where adults persistently and severely fail to care for children and protect them from danger, leading to serious impairment of the child's health and development. A variety of circumstances cause adults to abuse children. Children do usually know the person who abuses them and this person is normally in a position of trust or authority towards the child. Abuse happens in all parts of society and is not gender specific.*

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4. Procedure

It is the duty of each church member and each member of the wider church family to prevent the physical, sexual and emotional abuse of children and the duty of all to respond to concerns about the well-being of children and to report any child abuse disclosed, discovered or suspected. LFC will fully co-operate with any statutory investigation into any suspected abuse linked with the church.

a) Responding to disclosure

Everyone has a part to play in helping to safeguard children within the life of the church:

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

WHAT TO DO	WHAT NOT TO DO
<ul style="list-style-type: none"> • Listen to and acknowledge what is being said. • Try to be reassuring, supportive & remain calm. • Explain clearly what you will do and what will happen next. • Tell them that: <ul style="list-style-type: none"> They were right to tell you; You are taking what they have said seriously; It was not their fault; That you would like to pass this information on to the appropriate people, with their permission. • Be open and honest. • Give contact details of the DPS for them to report any further details or ask any questions that may arise. 	<ul style="list-style-type: none"> • Do not promise confidentiality. • Do not show shock, alarm, disbelief or disapproval. • Do not minimise what is being said. • Do not ask probing or leading questions or push for more information. • Do not offer false reassurance. • Do not delay in contacting the DPS. • Do not contact the alleged abuser. • Do not investigate the incident any further. • Do not pass on information to those who do not need to know; not even for prayer ministry.



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b) Report procedure

Stage 1:

A member of the church community has a concern about the welfare and or safety of an adult at risk, or the behaviour of an individual.

The person who has the concern has a duty to:

RESPOND AND RECORD

A written record must be made of the concern/s using a safeguarding incident form (see *Appendix 3* or forms are available in the office or electronically if requested) and once completed should be passed to the DPS **within 24 hours**.

The written record should:

- be made as soon as possible after the event; be legible;
- include the name & date of birth of the adult at risk;
- include the nature of any concerns and description of any bruising or injuries that have been noticed on the body map provided;
- include an exact record of what the adult at risk has said, using their own words where possible; include any action taken;
- be signed and dated; be kept secure and confidential (available only to the DPS and others responsible for safeguarding).

If you think that anyone is in imminent danger of harm:

A report should be made immediately to the police by calling 999, but also inform the DPS this has been done when you pass on your report

If the DPS is not available, or is implicated in the situation:

Any reports or concerns should be passed to another member of LFC Safeguarding Team.

Stage 2:

The DPS receives the report of concern and then has a duty to:

REVIEW AND REFER

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

The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

Stage 3:

After the decision has been made as to what action should be taken, the DPS, Safeguarding Trustee and the Minister may have a duty to:

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns.

Where formal referrals are made, reports may need to be made to the local Association. the Disclosure and Barring Service (DBS) and the Charity Commission.



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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 LFC.

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) 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 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 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/Pastor

Any safeguarding concerns involving a Minister/Pastor should always be reported immediately to the Southern Baptist Association Safeguarding Contact in addition to following the church's usual procedures.

Do not tell the Minister/Pastor that a concern has been raised about them.

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving anyone in LFC safeguarding team should be raised with the Minister/Pastor.

Do not tell the person it is concerning that a concern has been raised about them.

Abuse of Trust

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



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

Allegations Made Against Children

Children are by nature curious about sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and abuses that trust through some sexual activity, then this is abusive. Where one child introduces another child to age-inappropriate sexual activity or forces themselves onto a child, this is abusive. Such situations will be taken as seriously as if an adult were involved, because the effects on the child victim can be as great.

When such an instance occurs, they are investigated by the statutory authorities in the same way as if an adult were involved, though it is likely that the perpetrator would also be regarded as a victim in their own right, as they may have also been abused. It cannot be assumed that young people will grow out of this type of behaviour, as most adult sex offenders started abusing in their teens or even younger.

When an allegation is made against a child the following procedure should be followed:

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

Pastoral Care

Following an allegation / suspicion

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

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



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Supporting those who have experienced abuse

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

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

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



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c. Safe recruitment, support and supervision of workers

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

Recruitment Guidelines

Leaders and helpers who work with children at LFC will be appointed and will follow the process laid out in these procedures in order to work with children. Appeals for leaders should only be made in exceptional circumstances and by a trustee, DPS or Minister/Pastor and due care has to be given in order to ensure the safeguarding of all involved.

If a person is interested in working with children at the church, they will need to complete an application form. This form will request information on basic personal details, two suitable referees and will also include a declaration confirming the person is prepared to work within the safeguarding policy and procedures and a declaration of any previous relevant convictions. The decision as to the suitability of an applicant must involve two people, usually the group leader and the safeguarding trustee. All interested in working with children are welcome to join a group as an observer and see the group in action but need to complete the application form before becoming part of any team. The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them.

DBS (Disclosure and Barring Service) checks will be carried out for anybody over the age of 16 working with children at LFC. There are criteria which exclude someone from working with children, such as those who have been involved in misconduct in relation to children, not depending on a criminal conviction. A criminal conviction in itself does not prevent a volunteer from working with children, this depends on the conviction and the circumstances. Any information obtained will be handled and stored confidentially.

As in all other areas of church life we welcome people to serve the church on the basis of the right mix of talent, skills, character, potential and call of God and practise a policy of equal opportunities.

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

Training

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

Young leaders under 18 years of age

In law, young leaders under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young leaders must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young leaders need to be counted as children, not leaders. There will be no DBS checks for those under 16 years of age.



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The safeguarding procedures apply to a young leader just as they do to any other person. Parent / carer permission needs to be sought for young leaders just as you would for any other person under 18 years of age.



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d. Respecting children

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

The following points are guidelines for working with children or young people and are aimed at helping develop best practice:

- Treat children with dignity and respect whatever their age, culture, race, background or ability.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child and be aware that children don't always understand sarcasm.
- Keep the parents (or guardian) of the child informed, especially about the child's whereabouts, e.g. if you are planning to leave the church premises.
- Don't leave the child you are looking after with other adults without permission from the parents.
- Listen well to everyone. Be careful not to assume you know what a child is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child.
- Try not to be on your own with a child unless necessary
- Make sure you never lead a group on your own and keep doors open
- Be aware when making travel arrangements, avoid giving children a lift on their own.
- If you are talking confidentially with a child, privacy is important; try to ensure that another adult is in the building and that the child is aware of this.
- Do not invade the privacy of children when they are using the toilet or showering
- The level of assistance with personal care (e.g. toileting) must be appropriate and related to the age of the child, whilst also accepting that some children have special needs.
- Avoid rough games involving physical contact between a worker and a child
- Avoid sexually provocative games
- When it is necessary to discipline children, this should be done without using physical punishment. There may, however, on the rare occasion be circumstances where a child needs to be restrained in order to protect them or a third person.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident or responded in any way should be recorded and sign and date on the form.

The only adults allowed to participate in children's 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.



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Electronic Safety

Electronic communication can be a great tool but has to be considered carefully. These are our good practice guidelines which should be followed:

- Direct electronic communication with children is inappropriate
- Where a young person in need or at point of crisis uses this way of communication with a worker a record should be kept.
- If using social networking sites (e.g. Facebook) be aware of what the young person can access. If they can see your profile and photos, consider whether there any posts or images which are inappropriate. If in any doubt avoid using social networking sites.
- Any texts or conversations that raise concerns should be passed on to the worker's supervisor.
- Workers should use clear language and should not use abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Workers should have the parent/ careers' permission to take a picture, and that they approve with the intended use of the pictures. When taking group pictures, workers should remember to get permission from **everyone** who will be photographed. If a leader has photos or video footages of activities these should not be shared publicly online and should not store such photos on personal phones.
- Leaders should be aware of the issues of e-bullying and 'sexting' (sending indecent images or video footage). Concerns about these issues should be taken seriously and details referred to the DPS where appropriate.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

Email

Email should be limited to sharing generic information, for example, to remind young people about meetings. If email is being used, workers will ensure that they are accountable by copying each message to a designated email address. It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, for example, avoiding inappropriate terms such as 'love' when ending an email.

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

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



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e. Safe working practices

LFC is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to providing a safe environment for activities with children and adopt ways of working with children that promote their safety and well-being.

Parental Consent

Parental Consent must be sought for all children attending onsite and offsite events where their parents or guardians are not present.

Ratios

When working with children the following recommended minimum ratios of workers to children apply:

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

This does not consider special circumstances such as behavioural issues, developmental issues, disability and so on, which may mean an increase to the recommended ratios. In calculating the ratios of workers to children, young leaders who are under the age of 18 should be counted as one of the children, not one of the workers.

Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc., 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.

Visiting Children at Home

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



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Children with no adult supervision

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

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

Peer Led Group Activities for Young People

All youth activities will be overseen by named adults who have been selected in accordance with safer recruitment procedures. It is accepted that groups aged 16+ may benefit from being led and run by peers. In this situation, adult leaders will contribute to programme planning and reviews and will always be present to oversee any peer-led activities taking place.

Group activities or sessions when parent/carers are present:

It can be an easy mistake to think that, because parents and carers are present when you hold a group or an activity, safeguarding is not really necessary as the child's primary caregiver is present. However, it is important to note that workers will still have a position of trust with both the child and adults present. It is our responsibility to provide a safe place for our families to meet, where children should not knowingly be put at risk of significant harm.

There are some important things to keep in mind during these sessions:

- Be prepared to challenge unsafe practice or inappropriate behaviour by adults.
- Record your concerns and share them with relevant people as soon as you can.
- You may need to act/respond within a short timescale – think about whether a child may be at risk of immediate harm.
- Have a list of contact names and numbers for people to report any concerns to.
- Trust your judgment. If something doesn't seem right, then act appropriately. (safeguarding, messy church website)

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 and 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.



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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.

Health and Safety

It is essential that we have important information about all children involved in any activities at LFC, which is recorded on our consent forms. The first week someone attends, workers must record their name, medical emergency information and a contact name and number.

All activities for children will comply with the church's current health and safety policy. Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate. The Food Safety (General Food Hygiene) Regulations 1995 state that anyone who handles food or whose actions could affect its safety must comply with the regulations. It therefore follows that those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc.). Buildings being used for children's groups will be properly maintained.

Fire

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

First Aid

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

We have three first aid kit as well as an incident reporting book, which must be completed in the event of any accidents, injuries or incidents. A nominated individual (G.O) will ensure that the contents of the first aid kits are checked on a regular basis. Completed accident forms should be passed on to the nominated individual.

Supervision of Groups

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

Risk Assessment

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

Transport

These guidelines apply to all drivers involved in the transportation of children on behalf of LFC. They do not apply to private arrangements, for example, transport arrangements made between friends.

- All drivers will have read the church's Safeguarding Policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.



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- Parental consent will be given for all journeys.
- All children should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers should be present when transporting children as part of a church role.

Outings and Overnight Events involving Children

There are some specific considerations which need to be made for outings and overnight events involving children:

- A risk assessment must be carried out beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group.

Sleeping Arrangements

Sleeping arrangements for overnight events will be carefully considered. 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. The event leader will ensure that parents understand what the arrangements will be and are happy with them.

Adventurous Activities

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

Fire Safety

The event leader will have a fire safety procedure in place, which will include the following:

- 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).

Safety

It is the responsibility of the workers to always know the whereabouts of every child participating in an overnight event, and this may include monitoring access on and off the site. General safety rules



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

Swimming Trips

There will be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish the swimming ability of the children attending and obtain specific consent. Workers should never change in front of the children.

f. A safe community

When children become a part of the life of the church, they become part of a far wider community. This wider community life of LFC has the potential to enrich their development and growth, but it also brings with it additional risks that need to be addressed. The safeguarding of children has to be paramount.

Bullying

Bullying is another form of abuse, and it can be verbal or physical. 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. Anyone in LFC can be a victim of bullying, just as anyone in LFC can be the bully, including those in leadership.

Bullying can take many forms:

- Being verbally or physically abusive towards another person, i.e. name-calling, making false accusations, teasing, personal insults, mocking or physically through kicking, hitting, intimidating, taking belongings from them or unwanted physical contact
- 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 or inappropriate text messaging such as sending abusive messages or degrading images via phone, email or social media
- Cyberbullying (or online bullying) which takes place online or through smartphones and tablets which could include harassment, cyber stalking, impersonation, denigration, flaming or exclusion

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 LFC 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.



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In order to prevent bullying, it is good practice to involve children in agreeing a code of behaviour for their group. Children should also know how to report bullying and it will be treated seriously and details will be carefully checked before action is taken. If bullying behaviour occurs parents of both parties (bullied and bully) should be informed and an attempt should be made to modify behaviour. All allegations and incidents of bullying will be recorded, together with the actions that are taken.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours.

Working with Alleged or Known Offenders

A church community should be welcoming and open to all, this includes those convicted of abuse (sexual or otherwise), but special rules will apply. The Safeguarding Team and the Minister/Pastor, together with the Probation Service will define a clear contract and individual guidelines to manage the situation and safeguard vulnerable members of the church community. Anyone aware of a convicted offender (of offences against vulnerable groups of people) within the church community has the duty to report this to the DPS, the Safeguarding Trustee or the Minister/Pastor.

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children.
- 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 contact 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.



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g. Responsible people

Role	Responsibilities	How
Designated Person for Safeguarding	A recognised person for receiving disclosures or reports of disclosures of abuse.	Displaying name and contact information, preferably with photo, so church members know who to contact.
	Liaising with the Association Safeguarding Contact and external agencies where necessary.	Creating a list of contact numbers and having blank copies of the Safeguarding Incident Form ready for use.
	Keep the safeguarding policy relevant and up to date.	Annually review and update if necessary.
	Advocating and facilitating safe church practices.	Promoting a culture of best practice throughout the church life.
	Report to the church meeting on safeguarding issues.	Make sure safeguarding is on the church meeting agenda.
DBS Verifier	Making sure that all relevant persons working with children have an up to date DBS check in place at all times.	Coordinating the completion and renewal of DBS forms, and liaising with the Designated Person(s) for Safeguarding on the outcomes when required.
Safeguarding Advisor (Deputy Designated Person for Safeguarding)	Advise the church on any matters related to the safeguarding of adults at risk	Working with the safeguarding team to give advice on best practice and review policies and procedures
	Support the Designated Person in taking appropriate action when required	Working with the safeguarding team to discuss concerns and supporting the decisions taken.
Church Meeting	Adopt the safeguarding policy	Discussing and agreeing the policy
Safeguarding Trustee	Taking the lead on safeguarding matters on behalf of the trustees.	Regular communication and reporting from the Designated Person(s) for Safeguarding and ensuring safeguarding is on the agenda at trustee meetings.
Trustees	Responsible for safeguarding best practice within the church	Make sure that all necessary safeguarding measures are in place (including policy, procedures, training, safe recruiting, etc.).

Leaders of Children's or Youth Groups

All leaders of groups need to know the following: how to go about appointing new staff following the appropriate procedures and how to contact the Designated Person

They are responsible for: ensuring their workers have appropriate supervision and informing the DPS of any concerns about children raised by their workers.



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Workers with Children and Young People

All of those who work with children should take personal responsibility for implementing the Safeguarding policy. They should each:

- Know and implement the guidelines for good practice
- Follow the agreed code of behaviour
- Be aware of the ways in which children are harmed
- Know what to do if a child discloses abuse
- Know what to do if an allegation is made about another adult
- Know who to speak to if they have any suspicions or concerns



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APPENDIX 1 - DEFINITIONS OF ABUSE

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children 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
<i>Physical</i>	Actual or likely physical injury to a child, or failure to prevent physical injury to a child.
<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.
<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.
<i>Neglect</i>	Where adults fail to care for children and protect them from danger, seriously impairing health and development.
<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 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.



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<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.



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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 young person 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



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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 is to **RECOGNISE** the concerns, make a **RECORD** in writing and **RESPOND** by passing on their concerns to the DPS. If they are not contactable, or they are implicated in the situation, another member of the church Safeguarding Team should be contacted instead.

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

A written record using the standard incident report form should be made as soon as possible after a child 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's name, 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 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/Pastor), representatives of any statutory authorities involved and the local Baptist association.

If concerns arise in the context of children's 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 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.



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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.
- must take into account any other reports that have been received concerning the same individual or family.
- may speak with others in LFC where appropriate (including the Minister/Pastor and 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 who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate. They may:

- refer back to the worker who made the initial report if there is little evidence that a child is being harmed, asking for appropriate continued observation.
- refer the concern to others who work with the child 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.
- 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 they are 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.*

- 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/Pastor
 - The local Baptist Association Safeguarding Contact



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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 LFC Safeguarding Team and the Minister/Pastor.

The duty to SUPPORT

Once concerns, suspicions and disclosures of abuse have been addressed, LFC continues to have a responsibility to offer support to all those who have been affected, including: victims, alleged perpetrators, children, other family members, church workers, church safeguarding team, Minister/Pastor or leadership team.

The duty to REPORT

If a church worker has been accused of causing harm to children, 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 young people, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



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Appendix 3- CHILDREN AND YOUTH WORK VOLUNTEER ROLE DESCRIPTION

LFC is committed to the care and nurture of children. We aim to offer a welcome to all children, witness to them in a way appropriate for their age and enable them to worship God together. To this end the church appoints specific people as volunteers to work with children.

Responsibilities Volunteers will usually be assigned to a specific group and responsible for the children who attend their group. They will be responsible for helping to ensure the smooth running of their group including helping with setting up, clearing up, preparation before sessions and attending leaders' meetings.

The leadership of most groups works on a rota basis and volunteers will be expected to ensure they attend when they are on the rota or contact the group leader if there is an issue. All volunteers are accountable to the leader of their group. Group leaders are accountable to the Minister/Pastor.

Child Protection

As part of this role volunteers will be required to apply for an DBS Disclosure, complete an application form and provide references. They will be expected to work within the church's Safeguarding Policy.

Their specific responsibilities are to:

- Know and implement the guidelines for good practice
- Be mindful of behaviour and make sure it is appropriate to the group they are working with
- Be aware of the ways in which children are harmed
- Know what to do if a child discloses abuse
- Know what to do if an allegation is made about another adult
- Know who to speak to if they have any suspicions or concerns

To this end volunteers will be required to attend Safeguarding training when available.

Support

The church is committed to providing volunteers with prayer, resources and training. If you have any concerns, please speak to your group leader or one of the Ministry team.



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APPENDIX 3 – SAFEGUARDING INCIDENT FORM

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Name of organisation	
Name of worker	
Name of person of concern	D.O.B

Date & time of incident/concern: _____

The Incident: What happened? (nature of concern/ disclosure made – use the person's own words if known) Where did it happen? Who was allegedly involved and in what way? (include witnesses)

Who have you spoken to about your concerns? (Please circle)

Person of concern: Yes No
 Their carer: Yes No
 Organisation's leader: Yes No Name: _____
 Social Services: Yes No Name: _____
 Other: Yes No Name: _____

What feedback have you received?

Signature of Worker: _____ Date and time: _____

Signature of DPS: _____ Date and time: _____

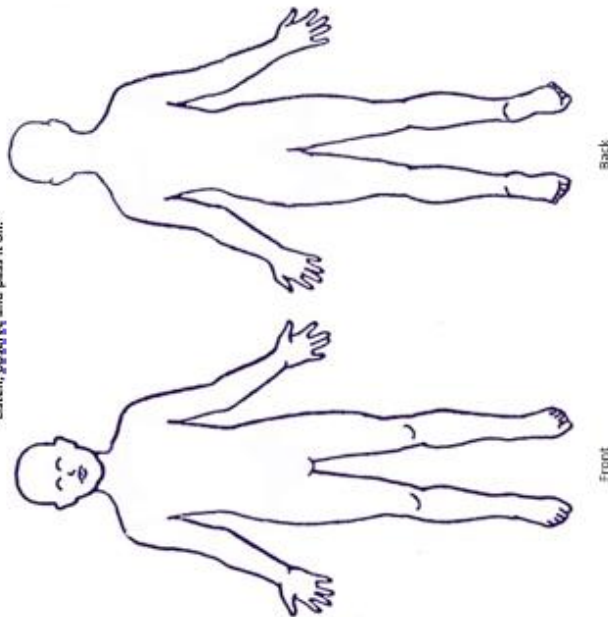
Please pass it onto a member of the safeguarding team within 24 hours.

This report is for the purpose of keeping a record of reports made to the DPS. This will be stored securely following Government guidelines.

Telephone: 01753 540771 Email: safeguarding@langleyfree.org.uk
Langley Free Church 100 Trelawney Ave, Langley, Slough SL3 8RW, United Kingdom

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Name of person of concern: _____
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 is not your job to investigate or to decide if an injury or mark is non-accidental. Listen, observe and pass it on.



Name of person completing this form: _____

Signature: _____

Date & time: _____

Please pass it onto a member of the safeguarding team within 24 hours.

This report is for the purpose of keeping a record of reports made to the DPS. This will be stored securely following Government guidelines.

Telephone: 01753 540771 Email: safeguarding@langleyfree.org.uk
Langley Free Church 100 Trelawney Ave, Langley, Slough SL3 8RW, United Kingdom



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APPENDIX 4: USEFUL CONTACTS:

Local Authority Designated Officer (LADO):

Nicola Johnstone

Phone Number: 01753 474 053

Mobile Number: 0788 5828 387

Email Address: nicola.johnstone@scstrust.co.uk

Police:

Non-emergency Number: 101

Emergency Number: 999

Web address for local police: <https://www.thamesvalley.police.uk>

Contact Crimestoppers to anonymously report a crime or suspicious behaviour:

Phone Number: 0800 555 111

Web address: crimestoppers-uk.org

Children's Social Services:

general enquiries: 01753 477321

concerns/emergencies (9am to 5pm): 01753 875362

Out of Hours: Emergency Duty Team 01344 786543

email EDT@bracknell-forest.gov.uk

Email Address for general enquiries: emailus@scstrust.co.uk

Local Baptist Association Safeguarding Contact:

Dave Llewellyn

Email address: dave@scba.org.uk

Regional Minister Lead:

Revd Dr Colin Norris

Mobile Number: 07725 039943

Email Address: c.norris@scba.org.uk