

Kenton Baptist Church

Safeguarding Policy & Procedures April 2023

***A set of agreed policies and procedures for ensuring a safe environment for children,
young people and adults at risk within the care of our church***

FOR THE PURPOSE OF THIS DOCUMENT THE TERM 'CHILDREN' REFERS TO ANYONE UNDER
THE AGE OF 18 YEARS

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

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

Contents

		Page
SECTION 1	SAFEGUARDING CONTACT DETAILS	4
	SAFEGUARDING POLICY STATEMENT	5
SECTION 2	SAFEGUARDING PROCEDURES	6
	2.1 - Procedure for recognising, responding to and reporting abuse	
	2.1.1 ———What to do if abuse is suspected or disclosed	
	2.1.2 Responding to concerns	
	2.1.3 Responding to concerns raised about adults at risk	
	2.1.4 Allegations against workers	
	2.1.5 Abuse of trust	
	2.1.6 Allegations Made against children and adults at risk	
	2.1.7 Pastoral care	
	2.2 - Safer Recruitment	11
	2.3 - Safer Behaviour	12
SECTION 3	BEST PRACTICE GUIDELINES	
	3.1 Working with Children	14
	3.1.1 Ratios	
	3.1.2 Children with special needs	
	3.1.3 Visiting children or young people at home	
	3.1.4 Children with no adult supervision	
	3.1.5 Mentoring	
	3.1.6 Peer group activities for young people	
	3.1.7 Physical Contact	
	3.1.8 Electronic communication	
	3.2 Working with Adults at Risk	17
	3.2.1 Premises	
	3.2.2 Language	
	3.2.3 Worship	
	3.2.4 Insurance	
	3.2.5 Financial Integrity	
	3.2.6 Photographs	
	3.2.7 Computers	
	3.2.8 Record Keeping	
	3.2.9 Pastoral Relationships	

	3.3 Health and Safety	19
	3.3.1 General provisions	
	3.3.2 Fire	
	3.3.3 First Aid	
	3.3.4 Food Hygiene	
	3.3.5 Risk Assessment	
	3.3.6 Consent Forms	
	3.3.7 Transporting Children	
	3.3.8 Outings and overnight events involving children	
	3.3.9 Outings and overnight events involving adults at risk	
	3.4 Safer Community	23
	3.4.1 Bullying	
	3.4.2 Working with alleged or known offenders	
	3.4.3 Alleged or known offenders who are themselves adults at risk	
Appendix 1	DEFINITIONS OF ABUSE	26
Appendix 2	ORGANISATION REGISTRATION/CONSENT FORMS	29
	• Swashbucklers	
	• Toddlers and Co	
	• Sunday School	
Appendix 3	KBC MODEL ROLE DESCRIPTIONS	32
	• Organisation Leader	
	• Staff Member	
	• Helpers	
	• Designated Person for Safeguarding	
Appendix 4	KBC SAFEGUARDING ROLES AND RESPONSIBILITIES	39
Appendix 5	DETAILED GUIDANCE ON REPORTING REQUIREMENTS	40
Appendix 6	KBC SAFEGUARDING INCIDENT FORM	43
Document History		46

SECTION 1

Contact Details

Designated Person for Safeguarding

Name: Ann Woodgate

Contact Numbers: 020 8907 8910 or 07960 194239

Deputy Designated Person for Safeguarding

Name: Beryl Howlett

Contact Numbers: 020 8109 6435

Safeguarding trustee

Name: Karen Hogge

Contact Number: 020 8909 3498

London Baptists Safeguarding Lead

Name: Rachel Swaby

Contact Number: 020 7692 5592

Disclosure and Barring Service provider (Due Diligence Checking Ltd)

Contact Number: 01162 603055

Harrow Children's Access Team (Golden Number)

9.00am—5.00pm (Monday - Friday): 020-8901 2690

Emergency Duty Team (Children's Social Care)

Out of hours: 020 8424 0999

Police

Emergency: 999

Non-emergency: 101

Policy Statement

Safeguarding Children and Adults at Risk at Kenton Baptist Church

In fulfilling its purposes, the church

- welcomes children and adults at risk into the life of our community.
- has a programme of activities for children and adults at risk.
- makes our premises available to organisations working with children and adults at risk.

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

As members of this church we commit ourselves to the nurturing, protection and safekeeping of all associated with the church and will pray for them regularly.

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

Prevention and reporting of abuse

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

Safer recruitment, support and supervision of workers

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

Respecting children and adults at risk

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

Safer working practices

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

A safer community

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

Responsible people

The church secretary, **Karen Hogge** is the Safeguarding Trustee overseeing and monitoring the implementation of the policy and procedures on behalf of the church's charity trustees.

The church has appointed **Ann Woodgate** as the Designated Person for Safeguarding, and **Beryl Howlett** as deputy, to:

- Advise the church on any matters related to the safeguarding of children and adults at risk.
- Take the appropriate action when abuse is disclosed, discovered or suspected.

The church minister, **Rev. Steve Cochrane**, is also a member of the Church Safeguarding Team. Where possible, the Church Safeguarding Team will work together if issues arise. However, each person has a responsibility to report allegations of abuse as soon as they are raised.

Policy and procedures

A copy of the policy statement will be displayed permanently on the noticeboards in the Church, Youth Hall & East Hall foyers.

Each worker with children and/or adults at risk whether paid or voluntary, will be shown a full copy of the policy and procedures which will be available from the church office and will be required to follow them.

A full copy of the policy and procedures will be made available on request to any member of the church, the parents or carers of any child from the church or any other person associated with the church. The policy and procedures will be monitored and reviewed at least annually and reported on at the church's Annual General Meeting.

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SECTION 2 – SAFEGUARDING PROCEDURES

2.1– Procedure for recognising, responding to and reporting abuse

2.1.1 What to do if abuse is suspected or disclosed

Abuse and neglect are forms of maltreatment of a child or an 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. They may be abused by an adult or adults or another child or children.

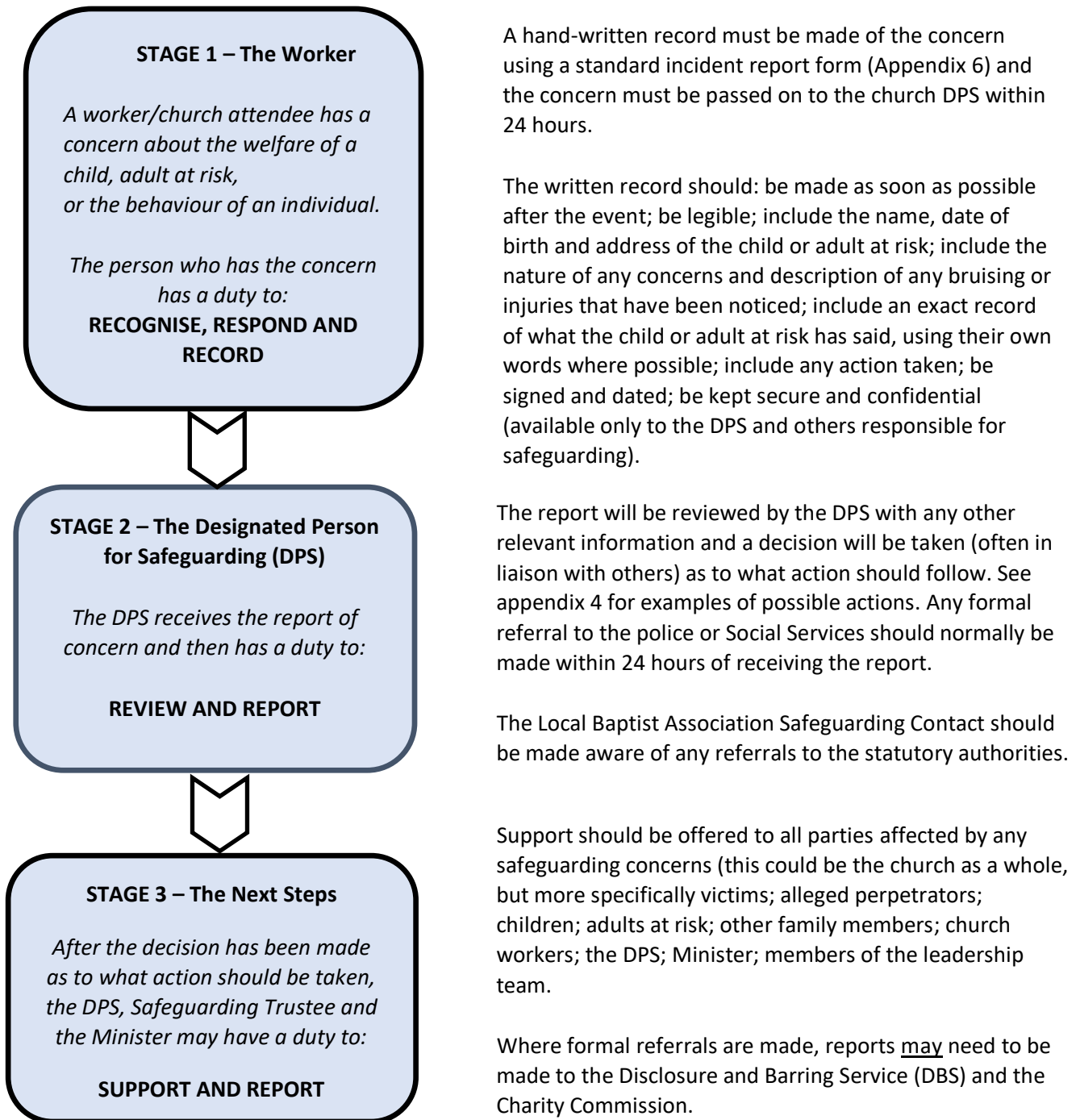
Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church:

- 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">• Listen to and acknowledge what is being said.• Try to be reassuring & remain calm.• Explain clearly what you will do and what will happen next.• Try to give them a timescale for when and how you / the DPS will contact them again.• Take action – don't ignore the situation.• Be supportive.• Tell them that:<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 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.• Never leave a child or adult at risk waiting to hear from someone without any idea of when or where that may be.• Do not pass on information to those who don't need to know, not even for prayer ministry.

2.1.2 Responding to concerns

When there are concerns that a child, young person or adult is being abused, the following process must be followed. More detailed information can be found in Appendix 5.



If the DPS is not available, or is implicated in the situation, any reports or concerns should be passed to another member of the church Safeguarding Team.

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

2.1.3 Responding to Concerns Raised about Adults at Risk

When a concern is raised about an adult it should be treated in the same way as a concern about a child ie 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 5 for further information). If there are any concerns about an adult's mental capacity, the DPS will contact the Local Authority Adult Safeguarding Team for advice.

2.1.4 Allegations Against Workers

If you see another worker acting in ways which concerns 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 and with the regional Baptist Association Safeguarding Contact if they need further advice.
- 4) Whilst waiting for an outcome from the statutory authorities, the worker about whom concerns have been raised will be supervised as closely as possible, without raising suspicion.
- 5) Once the statutory authorities are involved, the church will follow their advice with regard to the next steps to take (for example suspension of worker, putting a contract in place)
- 6) A written record of all discussions with statutory authorities or other parties should be maintained by the DPS and stored securely and confidentially, where only those directly involved in safeguarding (DPS, Safeguarding Trustee, Minister) can access them.
- 7) No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

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- 8) 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 to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DPS will be informed of the reasons for this happening.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the local Baptist Association Safeguarding Contact in addition to following the church's usual procedures. Do not tell the Minister that a concern has been raised about them.

When concerns are expressed about the church DPS / Safeguarding Trustee

Any safeguarding concerns involving the DPS or Safeguarding Trustee should be raised with the Minister, they in turn should consult the regional Baptist Association Safeguarding Contact Do not tell the DPS / Safeguarding Trustee that a concern has been raised about them.

2.1.5 Abuse of Trust

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

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

2.1.6 Allegations Made Against Children and Adults at Risk

Children and young people are by nature curious about the opposite sex. However, where a child is in a position of power, has responsibility over another child (as in a babysitting arrangement) and 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.

Allegations against adults at risk will be investigated by the statutory authorities. If the alleged perpetrator is unable to understand the significance of questions put to them or their replies, they can access support from an 'appropriate' adult whilst they are being questioned. This role can be filled by a range of people, such as a family member, carer, social worker, etc. In court, adults at risk may be allowed to be assisted by an intermediary or give evidence through a live link.

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

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

2.1.7 Pastoral Care

Following an allegation / suspicion

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

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

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

Supporting those who have experienced abuse

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

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

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

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

2.2- Safer Recruitment

Application

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

New leaders, staff workers and helpers will be given an appropriate role description. It may be considered appropriate that potential volunteers may wish to observe the desired area of work prior to formal commitment. A role description will be given at this stage.

Upon formal commencement of volunteering, the following procedures will apply:

- Disclosure and Barring Service (DBS) process
- Read and sign role description.
- Read KBC policy and procedures for safeguarding.
- Appropriate references will be taken if required.
- Make it clear that any appointment is subject to an enhanced DBS check.

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

Training and Supervision

Training

It is important that all workers understand the agreed safeguarding procedures.

Child protection training must be attended at least once every 4 years.

Training for workers in relevant areas will be arranged, e.g. first aid, food hygiene.

Young People

In law, young people under the age of 18 are children and cannot be treated as adult members of a team. Young people under 18 may be used as helpers but such helpers will be responsible to a named worker and will never be in a position where they are providing unsupervised care of children. As they will never be in unsupervised care, they don't need a DBS. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. Under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.

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

2.3 Safer Behaviour

The church expects the following behaviour to be demonstrated by those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone. Be careful not to assume you know what a child or adult at risk is thinking or feeling. Listen to what is being spoken and how it is said. At the same time, observe the individual's body language to better understand what is being said.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to stop a fight, administer First Aid, give a hug to someone in distress, or protect yourself or others from danger.
- Do not make sexually suggestive comments about or to a child or adult at risk, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Keep a record of any significant incidents or concerns on a Safeguarding Incident Form (see Appendix 6). Enter the names of all those present and anything of note which you observe, e.g. details of any fights broken up by the workers, allegations made, etc. All workers who witnessed the incident, overheard it or responded in any way should record the details and sign and date the form.

Specific considerations when working with children:

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

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. If there are insufficient leaders for groups:

- Internal doors should be left open.
- At least two people should be present before external doors are opened for an event.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment to record your findings.

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.
- Train additional leaders as soon as possible.

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.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See section 3.1.1 for recommended ratios. A married couple, or two members of the same family should be considered to count as only one person when considering the distribution of workers through different groups. If a married couple want to work together then a third person will need to be assigned to that group.

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.

SECTION 3 – BEST PRACTICE GUIDELINES

3.1 Working with Children

3.1.1 Ratio's

When working with children / young people the following recommended minimum ratios apply:

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

This does not take into account special circumstances such as 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 helpers who are under the age of 18 should be counted as one of the children, not one of the workers.

3.1.2 Children with Special Needs

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility etc., may have limited understanding and behave in a non-age-appropriate way.

The group leader will speak with the parents of children/young people with special needs and find out from them how best to assist the child or young person.

3.1.3 Visiting Children or Young People at Home

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

3.1.4 Children with no adult supervision

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

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

3.1.5 Mentoring

If a worker is working with a young person as part of a church mentoring programme we will:

- Ask parents to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Agree where it is to be held making sure it is in a place in view of other people.
- Agree a start and end time, making sure someone else is aware that a meeting is taking place and where it is being held.
- Keep a record of dates of meetings and any text messages or emails.
- Put appropriate boundaries in place with regard to times and demand, i.e. not phoning or texting late at night, etc.
- Keep a written record of issues/decisions discussed at meetings.

3.1.6 Peer Group Activities for Young People

All youth activities will be overseen by named adults. 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 and readily available on the premises when peer-led activities take place.

3.1.7 Physical contact

- Keep everything public. A hug in the context of a group is very different from a hug behind closed doors.
- Touch should be related to the child's needs, not the workers.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances when they need medical attention.
- When giving first aid (or applying sun cream etc.), encourage the child to do what they can manage themselves, but consider the child's best interests and give appropriate help where necessary.
- Team members should monitor one another in the area of physical contact. They are free to help each other by constructively challenging anything which could be misunderstood or misconstrued.
- If a team member is unsure about whether the actions of another volunteer or worker constitutes a concern, they should raise this with the Designated Person for Safeguarding.

3.1.8 Electronic Communication

1) Modern Technologies and Safe Communication

We acknowledge and approve technologies such as email, social networking and mobile phone communications as legitimate means of communicating with young people with the inclusion of age-related expectations in relation to their use.

- i) It is not appropriate to use these communication methods with primary school aged children, 11 years and younger.
- ii) On the general consent form parents/carers sign to agree that the young person can receive such communications.

2) Workers' Communication with Young People

We will inform all young people of the protocols that workers should follow in relation to email, messenger services, social networks and mobile phones including texting. The parent/carer and also the young people have the right to decide whether they want a worker to have their email address or mobile telephone number and we will not pressurise them into divulging information they would rather keep to themselves.

3) Email and Texts

Emails and Text messages are tools sometimes used by workers to remind young people about meetings. If email is being used workers, will ensure messages are in the public domain by copying each message to kentonbaptist23@gmail.com

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, and although it should be obvious when an email is ending, workers should never use inappropriate terms such as 'luv' to round things off.

4) Communicating using Instant Messaging (e.g. MSN Messenger, AOL AIM, Yahoo Messenger, Facebook)

Instant messenger should be kept to an absolute minimum. Workers should save significant conversations as a text and keep a log of any significant communication stating with whom and when they communicated.

5) Mobile Phones

Particular diligence needs to be applied when workers use mobile phones to communicate with young people:

- All mobile phone use will be primarily about information sharing.
- When sending a text message an additional text should be sent to the church's dedicated safeguarding number. The number is **07930 837088** (this is a dedicated number for receiving texts and will not receive incoming calls).
- Any texts or conversations that raise concerns should be passed on/shown to the worker's supervisor.
- Workers should use clear language, particularly when texting, and should not use words such as 'luv' or abbreviations like 'lol' which could mean 'laugh out loud' or 'lots of love'.
- Only Group Leaders may take group photographs and only upon parental permission. Workers should not take photos of children, young people or adults at risk and should not store such photos on personal phones.

6) Social Networks

- Workers should have a site that is used solely for children's / youth work communications and is totally separate from their own personal site, to ensure that all communication with children and young people is kept within public domains.
- Workers should not send private messages to children on social networks. Workers should ensure that all communications are transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests from children on their personal site, nor seek to be 'friends' or a 'follower' of any child known to them in a church context.

7) Taking Video and Photographs of Children

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

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings for personal use, such as a parent/carer taking photographs at school sports days for the family photo album, or videoing a church nativity play.
- Children and young people under the age of 18 should not be identified by surname or other personal details, including e-mail or postal addresses, telephone, or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.

Remember – never alone and unseen is the basic rule of thumb in Safeguarding young people, what does this mean for your activity with electronic communication?

3.2 Working with Adults at Risk

3.2.1 Premises

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

3.2.2 Language

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

3.2.3 Worship

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

- Providing some copies of large print type for printed materials.
- Speakers facing the congregation and not covering their mouths when talking, enabling those who rely on lip-reading.
- Describing what is being presented on a screen for those who cannot see it clearly.
- Using inclusive language.
- Using a variety of liturgy and resources to cater for different levels of understanding.
- Using a microphone during times of open prayer so that all can hear.
- Considering holding a service which specifically caters for certain groups of adults at risk, such as those with learning disabilities, the deaf or the visually impaired.

3.2.4 Insurance

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

3.2.5 Financial integrity

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

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

3.2.6 Photographs

Workers 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, workers should remember to get permission from everyone who will be photographed.

3.2.7 Computers

All church computers will have suitable parental controls and blocks put on. Although this is not failsafe, it will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users

3.2.8 Record keeping

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

3.2.9 Pastoral Relationships

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

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

3.3 Health and Safety

3.3.1 General Provisions

The church takes seriously its responsibility to ensure that the premises are safe for all who use them. In pursuance of the church's Health and Safety Policy the following checklist identifies guidelines to ensure the safety of all, especially children and adults at risk:

All doorways and passages to be kept clear at all times.

Emergency Exits to be clearly identified at all times and well lit.

There should be adequate heating and lighting in the venue.

Firefighting equipment is located in appropriate positions about the premises.

The kitchen is out of bounds to children and young people unless supervised.

First Aid Kits are located in both the Church Hall and Youth Hall kitchens. A Report Book is kept in the drawer below each First Aid Kit for recording all usage.

There is enough space and appropriate activities for all children.

Any food should be prepared carefully and hygienically.

Special care with safety will be taken when the baptistry is open.

No smoking is permitted anywhere on the premises.

Any hazards noticed should be notified to the trustees for action to be taken.

Any accidents will be recorded in the accident book located in the office.

3.3.2 Fire

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

3.3.3 First Aid

A list of trained First Aiders can be found on the noticeboard in the church foyer and first aid kits are located in the church hall and youth hall kitchens. An incident reporting book is located in the church office and must be completed in the event of any accidents, injuries or incidents. Completed forms should be passed on to the nominated individual. All church groups will ensure that they have a trained first aider on their regular team so that there is always a first aider present at events and activities. A nominated individual will ensure that the contents of the first aid kits are checked on a regular basis.

3.3.4 Food Hygiene

The Food Hygiene (England) Regulations 2013 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).

3.3.5 Risk Assessments

A generic written risk assessment will be carried out at the beginning of each academic year. This will cover the general weekly use of the church premises. A specific risk assessment will be carried out by the responsible organisational leader for any other one-off youth activities which may take place.

Risk assessments will be made available to the Leadership Team.

3.3.6 Consent forms

It is essential that we have important information about all children and young people involved in any activities at the church. This information is recorded on each organisation's registration/consent forms (Appendix 2) On the first occasion a child/young person attends we must have name, medical emergency information and a contact name and number. Then they must bring the completed form back with them next meeting.

3.3.7 Transporting Children

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

Our practice on transporting children is as follows:

- Parental consent will be given for all journeys.
- At collection or dropping off points do not leave a child on their own. Make sure that children are collected by an appropriate adult.
- Drivers will be 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- Drivers will not spend unnecessary time alone in a car with a child.
- All hired minibuses used to transport children will have a small bus permit, the necessary insurance, a driver with a valid driving licence that entitles them to drive a minibus.
- If parents transport each other's children around other than trips organised by the church, for example to and from activities, such arrangements are the responsibility of the parents involved and not the responsibility of the Church.
- At least two workers should be present when transporting children as part of a church role.

3.3.8 Outings and overnight events involving children

General

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

Sleeping Arrangements (Outings and overnight events)

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

Swimming Trips

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

3.3.9 Outings and Overnight Events involving Adults at Risk

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

- A risk assessment must be carried out beforehand.
- Planning for the trip should consider 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 to always know the whereabouts of every person in the group; this may include monitoring access on and off the site.

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

Consent and Medical Information

It is important to recognise that adults at risk are mostly able to give consent for their own involvement in activities, inclusion in photographs and medical treatment. However, in some situations the question of capacity may arise. The guidelines clearly state that an adult at risk should have a say in their care and any arrangements made for them, however, there may be occasions when you need to involve others in decision making. In these situations, seek advice from the DPS with regard to who should be involved.

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

Holding and Dispensing of Medication

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

3.4 – Safer Community

3.4.1 Bullying

Bullying is another form of abuse, it can be verbal or physical. Bullying doesn't just happen to children, often adults can be victims too. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status. It is important to recognise that bullying happens within churches, and it is not isolated to the children and young people. Anyone in the church can be a victim of bullying, just as anyone in the church can be the bully, including those in leadership.

Bullying can take many forms including:

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

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

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

Bullies can be:

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

Bullying will always cause a great deal of pain and harm for those on the receiving end. Many 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.

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 prevent bullying the following procedures will be adopted:

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

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

3.4.2 Working with Alleged or Known offenders

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children or adults at risk in the past are to be included in this welcome. However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children and adults at risk must be paramount.

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

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

In determining the details of the contract:

- The DPS will inform and take advice from the local Baptist Association Safeguarding Contact.
- A risk assessment will be undertaken with the help of the local Baptist Association Safeguarding Contact to determine the contents of the Safeguarding Contract.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to re-build their life without people knowing the details of their past offence should be balanced against the need to protect children, young people and adults at risk.
- The members of the church Safeguarding Team will always be informed.
- The DPS should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DPS should 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 which will contribute to the risk assessment and in which clear boundaries are established for their involvement in the life of the church. A written contract will be drawn up which identifies appropriate behaviour. The person will be required to sign the contract and it will be monitored and enforced. If the contract is broken certain sanctions will be discussed and considered with the local Baptist Association Safeguarding Contact.

3.4.3 Alleged or known offenders who are themselves adults at risk

A risk assessment and 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. The church will work with the Association Safeguarding Contact throughout this process.

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>	Additional Definitions	
<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.	

Discrimination	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
Institutional	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
Domestic Abuse	Domestic abuse is any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
Cyber Abuse	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.
Self-harm	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
Mate crime	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
Modern Slavery	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
Human Trafficking	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
Radicalisation	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.
Honour / Forced Marriage	An honour marriage / forced marriage is when one or both 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.
Female Genital Mutilation	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.

Historic Abuse	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.
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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 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
COVENANTERS

KENTON BAPTIST CHURCH
STREATFIELD ROAD

SWASHBUCKLERS

CLUB REGISTRATION FORM

Please complete in block capitals.

CHILD'S NAME:

ADDRESS:.....

.....

DATE of BIRTH:/...../..... SCHOOL ATTENDED:

CHURCH ATTENDED (if any):

Any medical conditions or allergies the club should be aware of?:

.....

PARENTAL CONSENT

I give my permission for (child's name) to be involved in the activities organised by Swashbucklers, one of the youth clubs run by Kenton Baptist Church, which takes place between 6.30pm and 8.00pm on Tuesday evenings.

I understand that this will include both on and off-site activities and transport to and from activities by car or minibus (seat-belted). I understand that supervision will be by adults aged 18 years and over and who have been DBS checked, and that authorised youth leaders will ensure that my child is properly supervised at all times.

I give my permission for the youth leaders to act on my behalf as a parent, e.g. in a medical emergency (this will be used if the leaders are unable to contact you).

~~~~~

\* I consent to the Club photographing or videoing my child's involvement in club activities for the use in Church publicity.

Yes, I consent / No I do not consent \*

Please delete as appropriate

~~~~~

Signature of Parent/Carer:

Parent's Name: Date:

Telephone No: (Home) (Mobile)

Other Emergency Contact (Name): Tel:

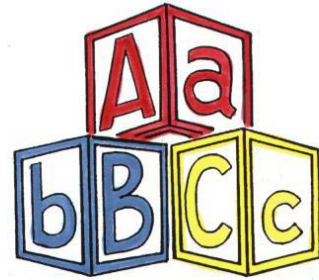
Issued: September 2017

Reissued: April 2023

Review due: April 2024

APPENDIX 2

TODDLERS & Co



Full name of Parent / Carer

Full name of child (1)

Date of birth of Child

Allergies

Full name of child (2)

Date of birth of Child

Allergies

Full name of child (3)

Date of birth of Child

Allergies

Full name of child (4)

Date of birth of Child

Allergies

Full Address

Post code

Contact telephone

Email address

Emergency Contact Number

Signed:

Print:

Toddlers & Co is run by [Kenton Baptist Church](#)
[Streatfield Road, Kenton, Harrow, Middlesex. HA3 9BS](#)
[Church in your Community](#)

APPENDIX 2

Sunday School

Date:

Childs Name: Date of Birth:

Home Address:

.....

Telephone No.:

Home: Mobile:

Any Medical Conditions or Allergies:

.....

.....

Signed: Print:

APPENDIX 3

KENTON BAPTIST CHURCH - MODEL ROLE DESCRIPTIONS

GLOSSARY OF ROLE TITLES

The following are brief descriptions of the generic roles we have agreed on to provide a common basis for all church activities involving work with children and young people:-

Organisation Leader

This person will be the one appointed by the Church to lead a particular organisation (e.g. Swashbucklers and Toddlers & Co).

Staff Member

Works independently with a group of children or young people, subject to rules on supervision of staff members if under the age of 18 and will be responsible to the Organisation Leader.

Helper

This person will have no formal responsibility. They will only assist in the group under supervision.

Designated Person for Safeguarding

This person will be a Church appointment.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

ORGANISATION LEADER for Children & Young People

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name:

Role Title: Organisation Leader of

Qualifications: Must be 18+ years old and church member.

Responsible to: Church Leadership Team and relevant organisation.

Responsible for: All staff within the church organisation concerned and all children and young people within it.

Role Purpose: To co-ordinate, plan and lead the Church's

Duties: -

- * To plan and deliver activities which will encourage spiritual, mental and physical development which will help children and young people to be well grounded members of the community.
- * To share personal Christian commitment.
- * To supervise selection process for children and young people's workers.
- * To support all staff both practically and with prayer.
- * To have pastoral care of staff and, where requested by Section Leaders, the children and young people.
- * To hold regular sessions for planning and discussion.
- * To plan regular training sessions.
- * To liaise with relevant organisation/Church Leadership Team when appropriate.
- * To undertake specific duties requested by the relevant organisation/Church Leadership Team.
- * To regularly attend Sunday worship.
- * To maintain appropriate financial records and work within their budget.
- * To ensure that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Policy & Procedures are adhered to by all organisational staff members and helpers.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

ORGANISATION LEADER for Senior Adults Club

Role Context:

Our aim is to provide a safe, caring environment in which adults at risk can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name:

Role Title: Organisation Leader of

Qualifications: Must be 18+ years old and church member.

Responsible to: Church Leadership Team and relevant organisation.

Responsible for: All staff within the church organisation concerned and all adults within it.

Role Purpose: To co-ordinate, plan and lead the Church's

Duties: -

- * To plan and deliver activities which will encourage spiritual, mental and physical development which will help adults at risk to be well grounded members of the community.
- * To share personal Christian commitment.
- * To supervise selection process for Senior Adults Club workers.
- * To support all staff both practically and with prayer.
- * To have pastoral care of staff and adults attending.
- * To hold regular sessions for planning and discussion.
- * To plan regular training sessions.
- * To liaise with relevant organisation/Church Leadership Team when appropriate.
- * To undertake specific duties requested by the relevant organisation/Church Leadership Team.
- * To regularly attend Sunday worship.
- * To maintain appropriate financial records and work within their budget.
- * To ensure that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Policy & Procedures are adhered to by all organisational staff members.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

STAFF MEMBER for Children & Young People

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name:

Role Title: Staff Member of

Qualifications: Must be 16+ years old and a committed Christian.
(Staff Members are mature Christian Workers with the age group concerned).

Responsible to: Leader of

Responsible for: All members of the allocated group as detailed by Group Leader. May deputise for Group Leader as required. (No person under 18 will under any circumstances be left alone in a room to supervise a group of children. Staff Members aged 16 or 17 cannot therefore deputise.)

Role Purpose: To assist in co-ordinating, planning, and leading the group.

Duties:

- * To plan and deliver activities which will encourage spiritual, mental and physical development which will help children and young people to be well grounded members of the community.
- * To share personal Christian commitment.
- * To support the Leaders both practically and with prayer.
- * To undertake specific duties requested by the Leaders.
- * To notify Leader as soon as possible if unable to attend.
- * To assist in regular Section sessions for planning and discussion.
- * To attend meetings and events arranged.
- * To have pastoral care of the children and young people as allocated.
- * To attend regular training sessions.
- * To attend Sunday worship regularly.
- * To adhere that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Policy & Procedures.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

STAFF MEMBER for Senior Adults Club

Role Context:

Our aim is to provide a safe, caring environment in which adults at risk can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name:

Role Title: Staff Member of

Qualifications: Must be 16+ years old and a committed Christian.
(Staff Members are mature Christian Workers with the age group concerned).

Responsible to: Leader of

Responsible for: All members of the allocated group as detailed by Group Leader. May deputise for Group Leader as required.

Role Purpose: To assist in co-ordinating, planning, and leading the group.

Duties:

- * To plan and deliver activities which will encourage spiritual, mental and physical development which will help adults at risk to be well grounded members of the community.
- * To share personal Christian commitment.
- * To support the Leaders both practically and with prayer.
- * To undertake specific duties requested by the Leaders.
- * To notify Leader as soon as possible if unable to attend.
- * To assist in regular Section sessions for planning and discussion.
- * To attend meetings and events arranged.
- * To have pastoral care of adults as allocated.
- * To attend regular training sessions.
- * To attend Sunday worship regularly.
- * To adhere that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Policy & Procedures.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

HELPERS for Children & Young People

Role Context:

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Name:

Role Title: Helper

Qualifications: Must be 14+ years old and sympathetic to the aims of the organisation.
(Has no personal responsibility for Christian teaching. No person under 18 will under any circumstances be left alone in a room to supervise a group of children.)

Responsible to: Organisation Leader

Responsible for: None. (Has no unsupervised responsibility for Christian teaching. No person under 18 will under any circumstances be left alone to supervise a group of children.)

Role Purpose: To assist in the operation of the group.

Duties:

- * To support the Leaders and organisation in practical ways.
- * To undertake specific duties requested by the Leaders.
- * To encourage spiritual, and mental development which will help children and young people to be caring citizens.
- * To assist in regular group sessions for planning and discussion, if required.
- * To attend organisation meetings and events arranged.
- * To attend regular training sessions.
- * To notify Group Leader as soon as possible if unable to attend.
 - * To adhere that the Code of Behaviour for Workers as specified in Part 3 of the church's Safeguarding Policy & Procedures.

APPENDIX 3

KENTON BAPTIST CHURCH - Model Role Descriptions

DESIGNATED PERSON FOR SAFEGUARDING

Role Context

Our aim is to provide a safe, caring environment in which children and young people can learn and develop in all areas of their life; taking opportunities to share the gospel of Jesus Christ in order that they may put their trust in Jesus Christ as Lord and Saviour and grow into Christian maturity.

Appointment

This is a Church appointment. The Adviser represents the wider Church family in helping and supporting our children and young people's workers, whilst providing independent oversight of the work. (S)he should therefore not currently be working with children and young people on behalf of the Church.

Main Accountabilities

- To maintain good working relationships with leaders of all Church organisations working with children and young people, and with the staff involved in those organisations, supporting them in their work by prayer and friendly encouragement.
- To make occasional visits to all the Church's activities involving children and young people, to observe the work and to encourage the staff involved.
- To make brief verbal or written report to organisation leaders on what (s)he has observed in the course of such visits, especially of any cause for concern.
- To ensure that appropriate action is taken to remedy any concerns about the way an organisation is fulfilling its purpose as described in the Role Context above.
- To report to the Church on his/her own discretion at any time about the progress with and issues in the Church's work with children and young people.
- To make him-/herself available to workers with children and young people who may wish to discuss with someone independent of their organisation any problems or concerns they have in connection with this work.
- To act on behalf of the Church as required if any form of child abuse is suspected or discovered, or is disclosed or reported to him/her. This applies whether (s)he is made aware of this by a worker (whom the Designated Adviser will then support in taking the matter up with appropriate authorities) or by report from any other source, or by direct observation.

APPENDIX 4 - Safeguarding Roles and Responsibilities

Each church needs to identify and fill several important posts that underpin effective safeguarding in the church. These notes outline the main responsibilities relating to safeguarding connected with key leadership roles.

Trustees / Deacons

- Ultimately responsible for safeguarding.
- Responsible for the implementation of policy and procedures.
- Responsible for supporting the church workers.
- Responsible for raising awareness about best practice within the church.
- Responsible for ensuring that the relevant people have received the appropriate training.

Safeguarding Trustee / Deacon

Not necessarily the person who heads up safeguarding in the church – could be a trustee / deacon with an interest and willingness to learn.

- Takes a lead on safeguarding matters for the trustees / deacons.
- Is the point of contact with trustees / deacons for safeguarding issues.
- Ensures church policy and procedures are reviewed annually.

Designated Person for Safeguarding

- Receives all reports of concerns regarding the safeguarding of children, young people and adults at risk.
- Listens, observes and passes on those concerns appropriately, having taken advice from the relevant people.
- Acts as a link between the church and other agencies or bodies on safeguarding matters.

Disclosure and Barring Service (DBS) Verifier

- Responsible for all aspects of processing DBS checks for church staff and volunteers (with the exception of the accredited minister who is checked by the regional association)

The Minister

- Shares with the trustees the general responsibility for the adoption and implementation of the church's safeguarding policy.
- Takes responsibility for ensuring that the pastoral needs of all are being met.
- May need to be made aware of safeguarding issues in line with the guidance.

APPENDIX 5 - Detailed Guidance on Reporting Requirements

STAGE 1 – THE WORKER/VOLUNTEER

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

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

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

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

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

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

STAGE 3 – THE NEXT STEPS

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

The duty to SUPPORT

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

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

The duty to REPORT

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

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

APPENDIX 6

Kenton Baptist Church – Safeguarding Incident Form

This form should be completed by the Designated Person for Safeguarding

Name of church / organisation	
Contact details of church / organisation	

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

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

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

THE INCIDENT

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

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)

If so, when and by whom?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have the statutory authorities been informed?

If so, please complete the table:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Example:

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

Has the Local Association been informed?

(Please do so if the statutory authorities are involved)

If so, when and by whom?

Any other action taken:

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

SIGNATURES

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

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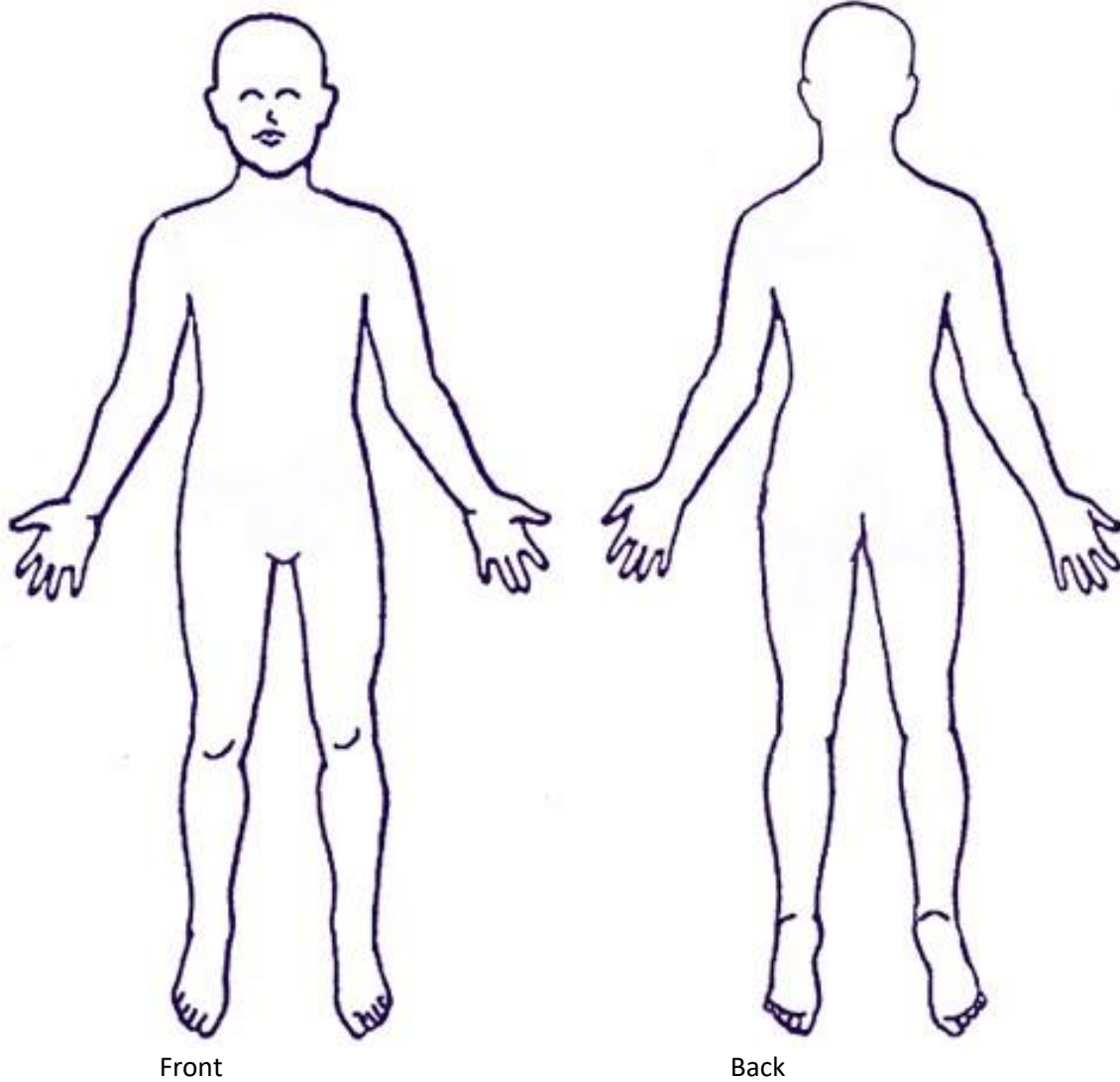
Review due: April 2024

BODY MAP

Name of Individual of Concern _____

Name of person completing this form _____

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



Signature _____

Date and time _____

Document History

Listed below is a brief audit trail, detailing amendments made to this policy/procedures.

Page/para nos.	Brief description of change	Date
Page 2 (Contacts)	Deputy designated person for safeguarding details amended. LBA Regional Minister's name added.	22/11/17
Page 3 and Appx. 1	FJ's and Coda Club registration forms removed from Appendix 1.	22/11/17
Page 4 (Policy)	Deputy designated person for safeguarding name amended.	22/11/17
Appendix 2	Reference to FJ's and Coda Club removed.	22/11/17
Page 2 (Contacts)	LBA Regional Minister's name amended.	24/09/18
Page 19	Document History added.	24/09/18
Page 3 and Appx. 1	GBBC registration form removed from Appendix 1.	24/09/18
Appendix 2	Reference to Boys Clubs and GBBC removed.	24/09/18
Whole document revised	Following BU guidelines whole document rewritten and reissued to include both safeguarding for children and adults at risk. Includes newly appointed Church Secretary, Designated and Deputy Designated Persons for Safeguarding.	04/04/23

It is impossible in a policy such as this to cover every scenario and 'what if'. Further guidance will be taken by the Safeguarding Team from Safe to Grow (BU guidelines on Safeguarding), this is available from Designated Person or Safeguarding Trustee for anyone to read if they so desire.

The Safeguarding Team will take further advice and guidance from the BU, and other agencies if and when necessary.

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