

# **SAFEGUARDING POLICY & PROCEDURES**

**CHILDREN AND ADULTS AT RISK**



**THIS VERSION: NOVEMBER 2023**

*Following Best Practice Guidance for Baptist Union of Great Britain Churches*

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## INTRODUCTION

This **Safeguarding Policy**, procedures and best practice document has been put together by the Safeguarding Team of Castle Hill Baptist Church Warwick, using the Baptist Union of Great Britain template and their set of helpful guidance notes for churches. It is divided into four sections:

- 1) **Safeguarding Policy Statement**
- 2) **Safeguarding Procedures** – these sections provide a clear outline of the reporting procedures.
- 3) **Best Practice Guidelines** – these guidelines provide detailed information on key areas of safeguarding in the life of our church.
- 4) **Useful Contacts**

### Excellence in Safeguarding

Across Castle Hill Baptist Church Warwick and “Baptists Together” we have set ourselves the goal of ‘Excellence in Safeguarding.’ We pray that this policy will provide an essential framework for our Church. Further support is available through our local Baptist association team (HEBA) as well as information, guidance and resources on the Baptists Together website at [www.baptist.org.uk](http://www.baptist.org.uk)

### Annual Review

As a Church we commit to reviewing this safeguarding policy, procedures and practices on an annual basis. This will be done by the Safeguarding Team, reporting back to the Leadership Team.

### Who this Policy applies to

This safeguarding policy covers allegations of actual or suspected abuse against children, young people and adults at risk, which may have taken place during an activity organised by Castle Hill Baptist Church Warwick, either on or off the church premises. This includes:

- Anyone in a leadership, pastoral or support role;
- Visiting on behalf of the Church persons in their home, to provide a service of a practical or spiritual nature;
- Providing an activity within the Church specifically or primarily for children, young people or adults at risk. This does not ignore the fact that abuse can happen in any church setting.

### Definition of terms

**Child and young person** - For the purpose of this guide, the term ‘child’ and / or ‘young person’ refers to anyone under the age of 18 years.

**Adult at risk** - 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:

*‘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’.*

**Church Worker** - The word/role “Worker” is used as a generic term throughout this document and is intended to cover a range of roles carrying differing responsibilities which in themselves have varying requirements for Safeguarding training etc. The different roles covered by the term “Worker” for Castle Hill Baptist Church Warwick are:

- **Lead Worker** Our Minister, Trustees/Deacons and all those that are “Leaders” of individual groups. Examples of the latter would be leaders of children/young person’s groups, lunch clubs, art clubs, prayer groups, Gateway Cafe, house groups, “Gateway to Gaming” etc.
- **Team Worker** Those who work under the direction of the lead worker, providing the essential and necessary support for a group or activity to function on a regular basis. The examples of these are identical to that above.
- **Volunteer/Helper** Someone who is recruited by a lead worker in a short-term capacity, or for a “one off” event. Examples would be: helping move chairs on a Sunday or helping out at a one-off event such as “Stir up Sunday”.
- **Paid Workers** Those employed as “Paid Workers” have differing requirements for interview, references and training to those “unpaid” titles above. In this instance, any differing safeguarding requirements will be set out later within this document.

**Leadership Team** - This is the group of duly nominated and elected Trustees/Deacons, taking the leadership role for Castle Hill Baptist Church Warwick.

**Assigned Supervisor** - Where this term appears in this document, the responsibility and role are as set out above for lead worker.

## SECTION 1 – SAFEGUARDING POLICY STATEMENT

### 1.1 Our vision

Our aim and vision for safeguarding within Castle Hill Baptist Church Warwick is to provide a safe and welcoming environment for all, fully recognising our responsibilities for the safeguarding of all children, young people and adults at risk (regardless of gender, ethnicity or ability).<sup>1</sup>

In fulfilling this vision, we:

- Welcome children/young people and adults at risk into the life of our community;
- We aim to provide a safe and welcoming environment for all;
- Make our premises available to organisations working with children/young people and adults at risk.

### 1.2 Our safeguarding responsibilities

In addition to the above, 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 sound procedures to ensure we implement our policy well.

### 1.3 Our Policy

- **Prevention and reporting of abuse**

It is the duty of everyone who attends the church to help prevent the abuse of children/young people and adults at risk, and the duty of everyone who attends the church to respond to concerns about the well-being of children/young people and adults at risk. Any abuse disclosed, discovered or suspected, should be reported in accordance with our procedures. The church will fully cooperate with any statutory investigation into any suspected abuse linked with the church.

- **Safer recruitment training and support of workers**

The church will exercise proper care in the selection and appointment of those working with children/young people and adults at risk, whether paid or voluntary. All workers will be provided

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<sup>1</sup> This is as set out in *The Children Act 1989* and *2004, Safe from Harm* (HM Government 1994) and *Working Together to Safeguard Children* (HM Government 2018). With regard to Adults at Risk: Section 42 of the *Care Act 2014*.

with appropriate training and support to promote the safekeeping of children/young and adults at risk.

- **Respecting children/young people and adults at risk**

The church will adopt a code of behaviour for all who are appointed to work with children/young people and adults at risk, so that they 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/young people 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.

## 1.4 Safeguarding contact points within our church

The church has appointed the following individuals to form part of the church Safeguarding Team:<sup>2</sup>

### **JOY JOHNSON Designated Person for Safeguarding (DPS)**

Joy will advise the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number **01926 459640** and select option 3.

Email address (for non-urgent matters): **safe@warwickbaptists.org.uk**

### **KEEVA AUSTIN Deputy Designated Person for Safeguarding (DDPS)**

Keeva will assist the Designated Person for Safeguarding (DPS) in helping the church on any matters related to the safeguarding of children and adults at risk and take the appropriate action when abuse is disclosed, discovered or suspected.

Phone number **01926 459640** and select option 3.

Email address (for non-urgent matters): **safe@warwickbaptists.org.uk**

### **ELAINE RANDALL Safeguarding Trustee**

Elaine will raise the profile of safeguarding within the church and oversee and monitor the implementation of the safeguarding policy and procedures on behalf of the church trustees.

Email address (for non-urgent matters): **tiptree69@gmail.com**

**Our Church Minister** is also a very important part of the Safeguarding Team but his primary role will be from a pastoral perspective. Where possible, the Safeguarding Team will work together as and when issues arise. However, if only one of the team is available, they should not delay in reporting allegations of abuse.

## 1.5 Who to contact should our team be unavailable

As outlined in our procedures below, should all our team be unavailable, please contact **Thirtyone:eight (Mon-Fri, 9am-5pm) on 0303 003 1111** for advice. Please ensure any advice is then recorded in line with our procedures and efforts are continued to connect with one of our team.

## 1.6 Conflict of interests

**Church Minister** In the event of a safeguarding incident/report involving or being directed at the conduct of the Church Minister, contact should be made immediately with the HEBA Safeguarding Lead (Section 4

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<sup>2</sup> Further definitions of these roles can be found in Appendix 4—Safeguarding Roles and Responsibilities

(page 35)) as well as informing the Church's DPS or DDPS. Do not tell the Minister that a concern has been raised about them.

**DPS/DDPS/Safeguarding Trustee** In the event of a safeguarding incident/report involving or being directed at the conduct of the DPS, DDPS or Safeguarding Trustee:

- i. contact should be made with one of the other parties understood to be impartial;
- ii. if involving all three, this should be referred directly to the HEBA safeguarding Lead (Section 4 (page 35)). Do not tell the DPS/DDPS/Safeguarding Trustee that a concern has been raised about them.

## 1.7 Putting our policy into practice

- A copy of the safeguarding policy statement will be displayed permanently on the church noticeboard and electronically on the church website.
- Every church worker involved with children/young people and/or adults at risk will be sent a full electronic copy of the safeguarding policy and procedures **annually** to read and sign to confirm that they will follow them. All new workers will do this as part of their induction process.
- A full copy (printed or electronic) of the policy and procedures will be made available on request to any member of, or other person associated with, the church.
- The policy and procedures will be monitored and reviewed **annually**, and any necessary revisions adopted into the policy and implemented through our procedures.
- The policy statement will be read **annually** at the church AGM, together with an anonymised report on the outcome of the annual safeguarding review.

## SECTION 2 - SAFEGUARDING PROCEDURES

### INTRODUCTION

Our church's safeguarding procedures set out how our safeguarding policy is implemented in all the services, groups and meetings that are part of the life of our church. Each lead worker and team worker (paid or voluntary) needs to be familiar with our policy and procedures.

Those in the **Leadership Team, Safeguarding Team, Gateway Manager, Pastoral Lead** and any others deemed necessary by the DPS and Safeguarding Trustee will be expected to attend both Level 2 and Level 3 BUGB Excellence in Safeguarding training (delivered through our local Baptist association HEBA), to ensure that they have the knowledge and confidence needed to deal with safeguarding issues as they arise.

All other **lead workers** and **team workers** (paid and voluntary) who work with children/young people and/or adults at risk will be expected to attend the BUGB Level 2 Excellence in Safeguarding training before they are able to serve. In exceptional circumstances, and where a BUGB course is not available to allow a team worker to commence their role in due time, the Safeguarding Team may use their discretion (upon request from the relevant lead worker) to defer attendance of the pre-booked BUGB course for up to 3 months. During this period the lead worker will have to take special care and responsibility in regard to that new team worker's approach to all safeguarding matters in accordance with this policy. In addition, The Baptist Union of Great Britain also publishes an '*Introduction to Safeguarding*' guide for new workers (paid and voluntary) that is available free of charge from their website.

In the case of **Volunteers/Helpers**, by definition their roles are either one off or very short-term in duration, so it is not practical nor necessary for them to undergo formal safeguarding training. In this instance, they are to work under the direction of the lead worker who recruited them for the task and be made aware by the lead worker of any specific safeguarding sensitivities that may apply.

Over the following pages you will find clear, specific information on how to recognise and report abuse and how to respond to concerns raised within our church. It is vitally important that these procedures are well known and that all those working with children/young people and/or adults at risk on behalf of our church have the information and training needed to work with these procedures.

The Baptist Union of Great Britain has also published a Gateway to Level 2 Excellence in Safeguarding guide for new workers (paid and voluntary) that is available free of charge from their website. This document is designed to be an interim measure whilst a new member of staff or volunteer is waiting for a Level 2 Excellence in Safeguarding course to take place.

### 2.1 PROCEDURE FOR RECOGNISING, RESPONDING TO AND REPORTING ABUSE

**Anybody can be the victim of abuse of any kind. Anybody can be a perpetrator of abuse of any kind.**

#### 2.1.1 What to do if Abuse is Suspected or Disclosed

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

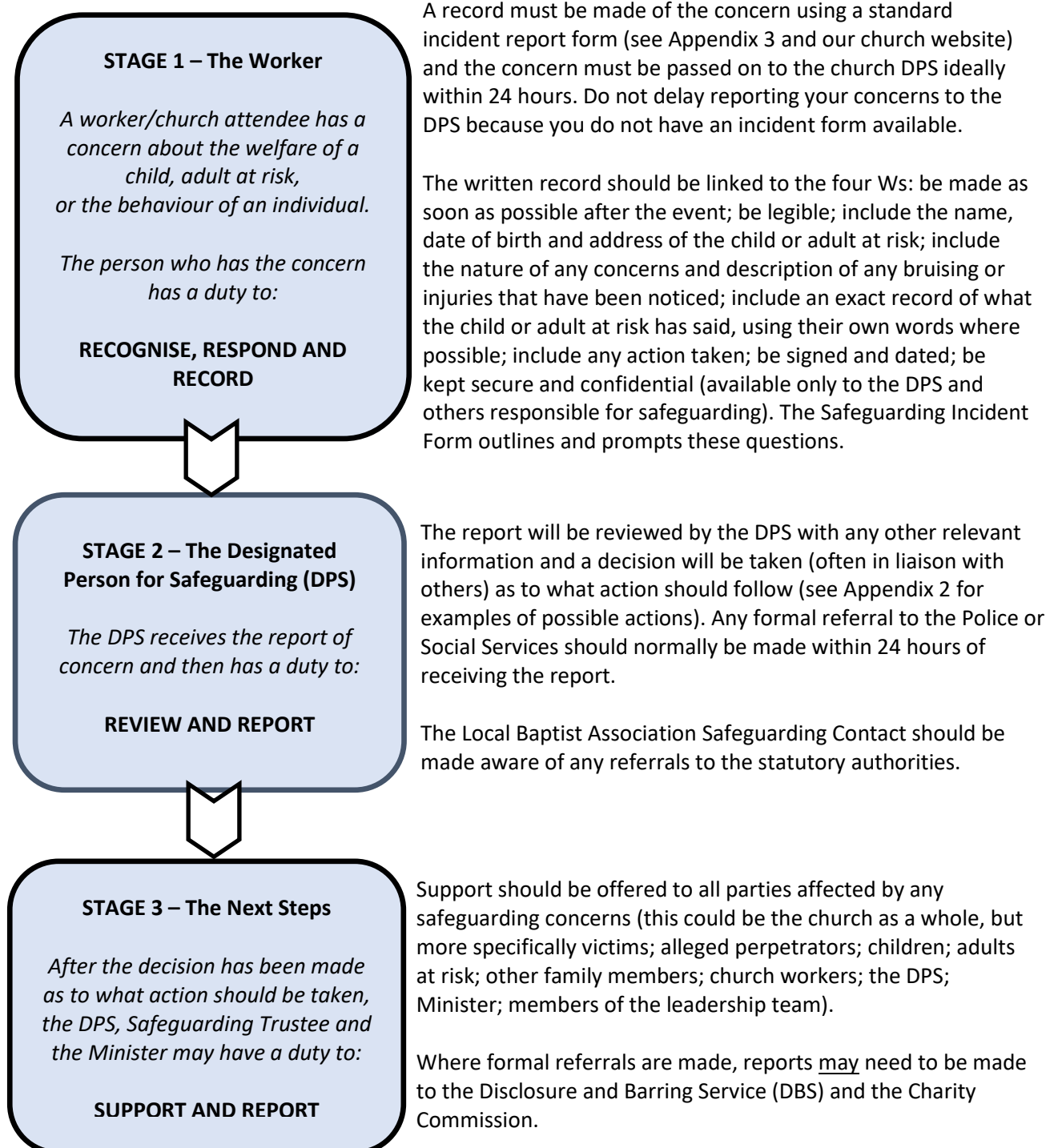
Everyone has his or her part to play in helping to safeguard children, young people and adults at risk within the life of the church. The following outlines what to do and what not to do if:

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

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

### 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 2.



If the DPS is not available, or any of the Safeguarding Team is implicated in the situation, see page 2.1.4 below for how to manage conflict of interests.

**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 i.e., the church worker (paid or voluntary) should:

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

When managing an incident involving an adult at risk, decisions on mental capacity are best made by professionals with the relevant background information to hand. However, there may be instances where you know or perceive an adult may be vulnerable and/or at risk and appropriate action needs to be taken by you on their behalf.

Always share your concerns (and any actions taken) with the DPS/DDPS even if you do not have the consent of the adult to do so – in this instance, make sure the DPS/DDPS knows that the person concerned has not given consent for the information to be passed on. This can also be done by anonymising the adult being discussed in the first instance to get the advice and support you need. However, it is worth noting *The Care Act 2014* provides helpful guidance on these situations:

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

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

### 2.1.4 Allegations Against Workers

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

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

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

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children/young people and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. If the church is considering suspending a paid worker pending an investigation then it is best to seek support from the Regional Safeguarding Lead in the first instance.

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

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

Any safeguarding concerns involving a Minister should immediately be raised with the HEBA Safeguarding Lead (see Section 4 (page 35)) as well as informing the DPS or DDPS (see page 6). Do not tell the Minister that a concern has been raised about them.

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

In the event of a safeguarding incident/report involving or being directed at the conduct of the DPS, DDPS or Safeguarding Trustee:

- i) contact should be made with one of the other parties understood to be impartial;
- ii) if involving all three, this should be referred directly to the HEBA safeguarding Lead (Section 4 (page 35)). Do not tell the DPS/DDPS/Safeguarding Trustee that a concern has been raised about them.

### **2.1.5 Abuse of Trust**

Relationships between children/young people, 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 younger church workers, 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.

[The Police, Crime, Sentencing and Courts Act 2022](#) expanded the list of roles which are legally considered to be positions of trust to include anyone who is in a teaching, coaching, instructing, training or supervising role within sport or religion. This means that since May 2022, if an adult of any age is in a role where they are working directly with young people aged 16 and 17 and forms a romantic or sexual relationship with them, they could be charged with criminal offences. If you have concerns about a relationship forming between any church worker and a young person then you should notify the DPS.

### **2.1.6 Allegations Made Against Children/Young People and Adults at Risk**

Children and young people are by nature curious about the opposite sex. However, where a child/young person is in a position of power, has responsibility over another child (e.g., as in a babysitting arrangement or helping with a group) 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. This is sometimes referred to as Peer-on-Peer Abuse or Child on Child Abuse. 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/young person 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/carer. 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 3.5: Safer Community / Working with Alleged or Known Offenders*)
- 4) Make sure there is pastoral support in place for the child/young person or adult at risk throughout the process involved, and their family/significant other.

### 2.1.7 Pastoral Care following an allegation/suspicion or experience of abuse

#### Following an allegation/suspicion

When an allegation/suspicion arises in the church, a period of investigation will follow, which will be stressful for all involved. The church will ensure that one person is responsible for dealing with the authorities, a second 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 will 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 and Pastoral team have a list of relevant local agencies, charities and contacts to share with anyone who may need it.

## 2.2 SAFER RECRUITMENT PROCEDURES – PAID AND UNPAID WORKERS

As a church, we are committed to safer recruitment practice for all church workers. To ensure this each group/activity will have a series of role profile(s), individual person specification(s) and a suitable application form to be made available to potential workers. This must include reference to this safeguarding policy.

### 2.2.1 Potential new Church Workers

Due to the involved nature of the following process, any potential new church worker should be invited to first sit in on the activity they would like to volunteer for to confirm that it is right for them. This person would not be included in the leader ratios and should be supervised at all times.

### 2.2.2 The Process for Paid and Unpaid Church Workers

When recruiting both paid and unpaid church workers, the following process will be applied to lead workers and team workers as a minimum in regard to safeguarding. To start the following process, first liaise with the DPS or DDPS.

The process:

1. When advertising a role which involves working with children/young people or adults at risk, it must be stated that any appointment is subject to an appropriate DBS check processed by approved members of the Safeguarding Team<sup>3</sup>.
2. All applicants will be asked to review the role profile, person specification and complete an application form, which will include two referees.
3. For a team worker, a conversation must also be carried out by the lead worker to ensure appropriateness for the role and understanding of what is expected.
4. For a lead worker, a conversation must also be carried out with a member of the Leadership Team or an experienced lead worker to ensure appropriateness for the role and understanding of what is expected.
5. References, a self-disclosure form and an appropriate DBS check must be completed satisfactorily before the appointed person starts in their role. All will be reviewed by the Safeguarding Team and any concerns flagged up to the lead worker or Leadership Team. All confidential forms and information should be stored centrally on Church Suite and/or on Google Drive.

In addition, for any Paid Worker:

1. Shortlisting and interviewing of applicants must be carried out by at least two people, including their lead worker or Line Manager directly overseeing the role being recruited for.
2. An applicant's UK residency status and/or right to work in the UK will be checked prior to a formal offer and acceptance.

#### Volunteers and Helpers

In the case of Volunteers/Helpers (by definition a short term or one-off role) they will only be directly recruited by or with the full acquiescence of the lead worker who must satisfy themselves that no safeguarding matters will be compromised and ensure that the individual (Helper/Volunteer) is aware of any pertinent sensitivities. Therefore, they are exempt from the process above.

*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.*

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<sup>3</sup> A full register of DBS checks will be kept up to date by the DPS/DDPS.

### 2.2.3 Appointment and Supervision

The church's safeguarding policy and procedures will be discussed with the applicant and they will be required to sign their agreement to adhere to them. All workers will have a role profile and person specification (as set out above) and clear lines of accountability to a lead worker and the Leadership Team.

Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss their work and address any issues or areas of concern. There will be a probationary period of six months in the role before any paid appointment is confirmed. Confirmation should be given via a review meeting and a formal letter closing out the probationary period.

Following the probation period, regular team / individual meetings should be planned to review procedures, share concerns and encouragements, and identify other matters that may need clarification, guidance and support.

Unpaid workers, volunteers/helpers will be accountable to the lead worker. Lead workers will be accountable to the Leadership Team.

### 2.2.4 Training Requirements for all Workers

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

The appropriate levels of training are:

- Level 2 and Level 3 – Leadership Team, Safeguarding Team, Gateway Manager, Pastoral Lead and any others deemed necessary by the DPS and Safeguarding Trustee
- Level 2 – All other lead workers and team workers
- No formal training – Volunteer/Helper – *these will be made aware by the lead worker of any pertinent safeguarding matters or sensitivities before undertaking the short term / one-off role/task.*

A register of all those who have completed their safeguarding training will be held by the DPS/DDPS. Lead workers can speak to the DPS/DDPS to establish someone's status on the list. An application for safeguarding training has to be made via the DPS/DDPS with all appropriate costs being paid by the church. Once approved, the individual will then be able to make direct contact with the regional HEBA trainer to fix a convenient date/location to complete the training. Should additional specialist training be required, please speak to the DPS/lead worker/Minister about this need.

### 2.2.5 Young helpers under 18 years of age

In law, young helpers under the age of 18 are children and cannot be treated as adult members of a team. Training and mentoring will be given to ensure that they are helped to develop and hone their skills, attitudes and experience. Young helpers must always be closely supervised by an adult leader and never given sole responsibility for a group of children. When considering ratios of staff to children, young helpers need to be counted as children, not leaders. The safeguarding procedures apply to a young helper just as they do to any other person. Parent / carer permission needs to be sought for young helpers to attend an event or help with a children's group just as you would for any other person under 18 years of age.

### **2.2.6 Recruitment of young helpers under 18 years of age – one-off or regular roles**

For a young helper to take on a role that is more involved than a one-off occasion, an application form should be completed, including the name of one referee from their current educational establishment and a consent form from their parent/carer. For a one-off event or to help in a group on a one-off occasion, the permission of the young helper's parent / carer needs to be sought prior to the activity, just as it would be for any other person under 18 years of age. All confidential forms and information should be stored centrally on Church Suite and/or on Google Drive in line with any CHBC data policy.

## **2.3 SAFER BEHAVIOUR**

### **2.3.1 Code of behaviour**

The church has adopted a code of behaviour for all those working with children, young people and/or adults at risk, whether in person or online, so that everyone is shown the respect that is due to them. Every church worker is required to read and agree in writing to uphold this code before commencing any role. The code of behaviour can be found in Appendix 5 and on our church website under Resources.

### **2.3.2 Specific considerations when working with children**

- Do not invade the privacy of children when they are using the toilet, showering or getting changed in any capacity.
- 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.
- Children and young people can only be taken on trips or welcomed into your home in the name of the church by notifying the DPS well in advance, with parental/carer permission and, in line with the stated ratios of worker to child (see 3.1.3).
- Do not give lifts to children or young people on your own except in extreme emergency situations (and in this case, notify someone else). Ensure that if transporting children as part of your church role, you have the correct insurance cover in place as well as parental permission (see 3.4.5).
- 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.

### **2.3.3 Working alone with children, young people or adults at risk**

No one should normally be left working alone with children or young people but should instead work as part of a team. In the case of working alone with adults at risk, appropriate consideration (not a formal risk assessment) should be given to the number of workers needed in proportion to the situation. If there are insufficient leaders for groups, here are some suggestions to help mitigate risk:

- If others are on site, leave open the internal doors to your room (and make other adults aware);
- Do not open external doors for an event until at least two workers are present;
- Consider whether you could combine groups or rearrange planned activities;
- Reassess whether you can run the group safely, carrying out a Risk Assessment to record your findings.
- To avoid future situations, seek to train additional leaders.

If workers do find themselves on their own with children or young people, they should:

- Phone another team member or member of the Leadership Team and let them know the situation.
- Assess the risk of sending the child home.

If a child or young person wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room with others present or in a public place where other people are present.
- You leave the door open if you are in a room on your own and inform others.
- Ensure another team member knows where you are.
- You do not promise confidentiality.
- Any formal one-to-one meetings are always arranged with parental permission (e.g., mentoring, pastoral support)

#### **2.3.4 Balance of male and female workers and familial links**

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 3.1.3. for recommended ratios). 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.

A couple or immediate family members should be considered to count as only one person when planning events or activities and the distribution of workers through different groups; for example, if a couple or immediate family members want to work together then a third person will need to be assigned to that group. Wherever possible couples or people who are related to each other should work with separate groups.

In practice within CHBC, where couples want to co-lead, one can be appointed as the lead worker and be supported by their partner but a second non-related person must be trained and named as their second (and treated as such) to ensure accountability and transparency from a safeguarding perspective.

## SECTION 3 - BEST PRACTICE GUIDELINES

Our church is in an amazing position in society, with the opportunity to minister to individuals from the whole community, from the very young to the very old. These best practice guidelines are in place to help those working on behalf of the church to do it well, prioritising the safety and well-being of those they are working with. Whilst this section is divided into adults and children, some aspects of good practice will overlap.

### 3.1 WORKING WITH CHILDREN

#### 3.1.1 Children attending an activity

All children are welcome to attend CHBC activities that are suitable for their age, as long as they abide by the agreed code of behaviour established by the lead workers in line with safe practice as outlined in this document (see 3.5.1) and have a consent form completed by the person with parental responsibility prior to involvement (see 3.1.2). It is the lead worker's responsibility to ensure this is the case for those in attendance. CHBC will do all it can to support the lead workers in this process.

#### Children attending with no adult supervision

When children turn up to and want to join in with church activities without the knowledge of the person with parental responsibility, workers will:

- Welcome the child and try to establish their name, age, address and telephone number.
- Record their visit in a register.
- Ask the child if the person with parental responsibility is aware of where they are. Where possible, phone and make contact.
- Without interrogating the child, find out as soon as possible whether they have any specific needs (e.g., medication) so that you can respond appropriately in an emergency.
- Give the child a consent form and explain it needs to be filled in and brought back next time (see 3.1.2).
- If the child returns a second time without the consent form completed, ask for a parental email address and contact them directly. Inform the child that this form must be completed before they can return to the group for their own safety.

#### 3.1.2 Consent forms

It is essential that those with parental responsibility provide us with the important information we need to know regarding the children and young people they leave in our care for any activities run by the church. We gather this information by asking them to complete a consent form, either using Church Suite or via a paper form available on the foyer board. **This should be completed before the child goes to a group.**

#### Children attending without a parent

The first week someone attends (if no adult is present) workers must record their name, medical emergency information and a contact name and number. The child or young person must then be given a form to be completed by their next visit or provide an email address for the worker to contact the person with parental responsibility directly.

#### Children accompanied by someone other than the person with parental responsibility

In the event that a child wants to attend a group but is in the care of someone other than the person with parental responsibility, e.g., grandma, friend, godparent (hereinafter called the guardian), the following actions will be taken:

- As a one-off / for week one: the guardian will complete a consent form for the child (to the best of their knowledge), giving their personal information as the point of contact.

- For continuing participation: The guardian will be asked to get the person with parental responsibility to complete a new consent form for the child by the next week, including an additional section giving permission for the guardian to act in *loco parentis*.
- This permission will need to be renewed each new academic year.

### Storage of consent forms and personal data

All personal data and consent forms should be treated in the strictest confidence, being used and stored securely in line with the CHBC Data Policy.

### 3.1.3 Ratios

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

Age range	Minimum ratio for INDOOR activities	Minimum ratio for OUTDOOR activities (excluding Gerrard St)
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. If this information is not reflected on the child's file, permission should be sought to record any additional needs and kept in line with our data protection policy. In calculating the ratios of workers to children, young helpers (who are by definition under the age of 18) should be counted as one of the children, not one of the workers.

### 3.1.4 Children with Additional Support Needs

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

In some cases, where children have complex needs, the completion of a risk assessment should be considered to ensure that the child, other children and the adults caring for them are fully supported and safeguarded.

### 3.1.5 Visiting Children or Young People at Home

If a situation occurs where a worker needs to make a pastoral visit to a child and/or their family in the name of the church, permission should be sought from the parent/carer and they should be present to supervise the meeting. In the event of a worker needing to deliver items to a child or young person's house, advanced communication must be made with the parent/carer so they are aware. As discussed previously, a married couple would normally count as one person.

### 3.1.6 Mentoring

If a worker is working with a young person for the church on a one-to-one basis:

- The parents of all young people involved in mentoring are required to sign a letter to say they are aware that the mentoring is happening and who it is with.
- Mentoring meetings should only be held in agreed places, and should be in view of other people.
- A mentoring meeting should have an agreed start and end time and someone should be aware that a meeting is taking place and where it is being held.
- A basic record should be kept of dates of all meetings and any form of electronic communication or otherwise.
- Appropriate boundaries should be put in place in regard to times and demand, i.e., not phoning or texting late at night, etc.
- A written record should be kept of issues/decisions discussed at meetings. Records of any data should be securely stored and kept by the church when the mentoring relationship comes to an end for the appropriate time.
- If any issues or concerns arise, these should be shared with the appropriate leader.

### 3.1.7 Peer Group Activities for Young People

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

### 3.1.8 Physical Contact

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

Whilst this section relates specifically to physical contact with children the same consideration should be given to interactions with adults in the church, especially those who might be considered Adults at Risk.

Not everyone is comfortable with physical contact such as a hug and all those working and volunteering in the church should be mindful of this.

### 3.2 CYBER SAFETY — ELECTRONIC COMMUNICATIONS

The following section applies to those working with children and young people *and* adults at risk. The ways we can communicate via electronic devices seems to be constantly evolving and so there may be times when the following guidance does not seem to address your needs, is unclear, or a different approach is now more common. Please do not just ‘go with the flow’, rather, contact the DPS to discuss these matters as we may have already offered advice to someone else and will want to be consistent in our approach until we can formally update this document.

#### 3.2.1 Safe Communication

The use of electronic communication is part of modern life. However, workers must always ensure it is used in an appropriate way and in line with church policy. To help, a worker’s role profile will set out the church’s expectations about how they are to communicate with young people and how this will be monitored. For example, should the worker be contacting children and young people directly or through parents; are they allowed to email/text/call an adult at risk; how will this contact be recorded. It should also set out the expectations of the church in relation to their use. To help compile this, the following guidance is given. For clarity, on the general consent form for children and young people, the parents/carers are asked to indicate in what ways their young person can receive such communications.

The primary purpose of electronic communication is information sharing. In general, prolonged contact by any form of electronic communication should be avoided. Should any form of discussion be needed, an in person or virtual meeting should be arranged for all, in line with our usual procedures, to avoid any miscommunication or (for groups) the appearance that one person seems favoured over another. Young people should be made aware of the protocols that workers follow in relation to electronic communications (e.g., ensuring parents are copied in/what is appropriate in electronic form). For example, it is not appropriate to communicate directly with children aged 11 years and younger; all communication should be through their parent/carer.

Any personal information is data, and as such, should be stored securely in line with our data policies. It is important to remember that as well as the parent/carer, young people have a right to decide whether they want a worker to have their contact details and should not be pressured otherwise.

As children grow up, it is natural to want to give them more responsibility and it is easy to ask them to make decisions that legally remain the parents/carers right until the child turns 18. Therefore, be careful with any assertions by children/young people in a group (e.g., ‘my parents always let me do that at home’), where explicit permission has not been sought and is needed; this must be confirmed by a parent/carer before proceeding.

For more information on online safety, please refer to the Baptist Union of Great Britain ***Cyber Safety Guide***, which can be found on their website as well as the ***Guide to using Social Media to Communicate with Young People***, which is also available on the BUGB website.

#### 3.2.2 Using email

Email should be limited to sharing generic information, for example, to remind young people about meetings or share details of upcoming events. If email is being used for children or young people, workers need to ensure they use one of CHBC’s designated email addresses (i.e., not personal ones unless formally agreed) and copy in another relevant church worker for transparency.

Should a child or young person contact a church worker directly by email, or they reply excluding the original group of recipients, when the worker replies they should reinstate/add the parents and another lead worker and/or the church's children's/youth work email address ([childrenswork@warwickbaptists.org.uk](mailto:childrenswork@warwickbaptists.org.uk) , [youthwork@warwickbaptists.org.uk](mailto:youthwork@warwickbaptists.org.uk)), ensuring any original content is showing below for transparency. It would also make sense to remind the child/young person to reply to all going forward.

It is important workers use clear and unambiguous language to reduce the risk of misinterpretation, e.g., avoiding inappropriate terms such as 'love', 'x', when ending an email.

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

Instant messaging should be kept to an absolute minimum. Workers should research the minimum age for using differing platforms before considering its use (e.g., to register for WhatsApp the current minimum age is 16 (2023)).<sup>4</sup> Workers should save significant conversations and keeping a basic record stating with whom and when they communicated. Instant messaging should be avoided as the primary means of communication between workers and those they are supporting (unless agreed otherwise).

### **3.2.4 Using Mobile Phones**

Workers need to be cautious and careful in using mobile phones to communicate. Paid workers will be issued with a mobile phone that provides itemised billing or given access to a church phone, if needed. Other church workers need to carefully consider with whom they share their personal mobile phone number. For example, sharing your number within a social group in church with a couple of adults at risk in attendance whom you already know through church is perhaps less likely to mean your phone is a hotline for helps compared to serving on a social action project with many from outside demanding of your time outside of 'working hours'. Setting boundaries is important for each workers' wellbeing, and a discussion about best practice and boundaries is advised when devising new projects or taking on a lead worker role.

#### **Specifically for work with children and young people:**

- In most instances, the use of a church email is satisfactory and our preferred method of communication.
- Should a mobile phone be needed, please speak to the DPS to discuss the best way forward.
- If approved, the use of a mobile phone should primarily be for the purposes of information sharing and emergencies only. If calling, the number should be blocked to those receiving.
- Should a one-to-one conversation with a child/young person go beyond sharing/clarifying of information, a brief note should be recorded and stored securely, as per good pastoral practice (see 3.3.9). For transparency, an email should also be sent to another leader to inform them of this contact (as normally we would seek for two people to be present), which outlines the discussion.
- Should any conversation raise a concern, this should be communicated to the DPS via the normal process and form (see Appendix 2 and 3).

#### **Specifically for working with adults at risk:**

- Boundaries around suitable times of contact should be agreed.
- Any inappropriate use of instant messaging or text should be reported to the DPS.
- A second point of contact should always be communicated to the adult at risk (e.g., the general church number; other health professionals) so that you are not the only person the adult at risk has contact for and becomes reliant on you.

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<sup>4</sup> <https://www.nspcc.org.uk/keeping-children-safe/online-safety/social-media/>

**When using text:**

- Workers should use clear language and should avoid abbreviations like 'lol' (which could mean 'laugh out loud' or 'lots of love') or emojis. Similarly, use appropriate sign-offs, i.e., not 'xx'.
- Any matters that raise concerns should be passed on to the worker's supervisor or DPS.
- Records of significant texts should be kept; these should not be deleted until discussed and agreed with the DPS.

**Photos, videos and sound files (see also 3.2.6):**

- Workers should not take photos or videos of children, young people or adults at risk unless permission is sought in advance. All written permissions need to be stored with the media for future reference.
- No church media should be stored on personal devices. Any such media should be transferred to the church system as soon as possible after the event, and deleted from all devices, clouds and email folders (including trash / recycling). Please seek advice if you don't know how to do this.

**Outings/Events Away**

- For any trip away from the church buildings, CHBC has a mobile phone available that can be used as a central point for communication. Please speak to the Administrator to book this out and get the phone number.

**3.2.5 Social Media**

CHBC currently has a presence on Facebook and YouTube. Those who post in those accounts have been approved to do so on the church's behalf. Should a group or ministry within CHBC wish to establish a new page, group or branch out onto a new platform, the following procedure applies:

- The lead worker should discuss this with the DPS first.
- The lead worker should make a proposal to the diaconate, outlining the need and benefit, and stating those who may be approached to oversee the account.
- If approved, the diaconate administrative rights will need to be given to a nominated person.

**When thinking generally about your presence on social media:**

- Workers should have an account(s) that is used solely for children's / youth work communications and is totally separate from their own personal site. If this is not viable under the terms of use for that site, a discussion should be had with the DPS. This is to ensure that all communication is kept within public domains.
- Workers should not send private messages on social media. All communications should be transparent and open to scrutiny.
- Workers should not accept 'friend' or 'following' requests (or similar) from children on their personal accounts, nor seek to be 'friends' or a 'follower' (or similar) of any child known to them in a church context. Should you already have established friendships outside or within the church and that person joins your group, please discuss this specific situation with the DPS.
- Workers with adults at risk should be wise about whether they 'friend' someone they are supporting. If their relationship is solely established through serving on behalf of the church, this should be avoided. If their friendship was established prior to their formal support, or the person has temporarily become an adult at risk due to illness, then it is down to that worker's discretion.

**3.2.6 Taking Videos and Photographs**

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. Previous legislation was reinforced through the introduction of the General Data Protection Regulation (GDPR) in May 2018. 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 should not be assumed that all adults are ok with their photos being taken. All adults, including adults at risk, should know why a photo is taken, how it will be used, and have the option not to appear in it. A public announcement at the start of a meeting is one way, giving space for anyone to let you know if they're not happy either by coming to see you, indicating in that moment, or creating a non-photo space for them to be. The key is giving a genuine opportunity to opt in or out.
- 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. However, as a church, we are aware of some who do not want to be photographed or we create spaces where photos may seem inappropriate without permission, so we would regard it good practice when running a large event to put up a sign indicating that photos/film may be taken and whom to speak to if there is an issue.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings made for personal use, such as a parent/carer taking photographs at school sports days 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 email, postal address or telephone number.
- When using photographs of children and young people, it is preferable to use group pictures.

### 3.2.7 Consideration of safeguarding when live streaming church services and events

When a service or event is being live streamed or recorded to be shared online at a later date, we will ensure people are aware that they are being recorded and appropriate consent will be sought from those who participate in the service, or who may be visible to the camera.

Where children and young people are participating in services or events, we will ensure that appropriate parent or guardian consent is in place. Where children and young people are unable to be shown on camera consideration will be given to how else they can participate in the service.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: ***Recording and Live Streaming Services: Safeguarding Guidelines for Churches.***

### 3.2.8 Virtual meetings/video conferencing

- The host must always be an approved church worker and not a young person or adult at risk.
- Meetings should be held at normal times of day, aligning with what would be appropriate for any face-to-face group meetings in church life.
- Meeting codes should not be advertised publicly without prior agreement. Instead, a central point of contact (e.g., via a church email address) should be agreed to provide information only to those known to the lead worker or a mailing list formed. This is for security and safeguarding purposes.
- Any participants must always be appropriately dressed when taking part in a virtual meeting and should not wear pyjamas or any other type of nightwear.
- For security reasons, any meeting hosted must be password protected and invitations sent to participants' approved email addresses. In this way, only those who are expected to attend the meeting via an approved email address can do so. Further, the host should ensure that the waiting room setting is on and that all those joining initially appear muted.
- Should there be any external breach of security or inappropriate conduct from those attending which cannot be managed, the meeting should immediately be ended for all participants. A plan of how to safely resume a meeting or continue to communicate should be agreed with all participants at the start of a session. A meeting should only be resumed if it is safe and sensible to do so.

- In the event of an incident, contact should immediately be made with another lead worker or appropriate Deacon to seek advice around what to do next. A safeguarding incident report should also be completed.
- The conduct of leaders online should be the same as would be expected of them during face to face meetings with children/young people, e.g., two leaders being present throughout (first to join/last to leave), even if only one child is online. Discernment is required for adults at risk.

#### **Specific to children and young people:**

- Parental consent must be obtained before any virtual meetings/video conferences with children/young people in attendance can take place.
- Parents should be made aware of times and dates of virtual meetings; estimated lengths of meetings and which leaders will be taking part.
- For children of primary school age, parents are also required to approve and supervise any participation in a virtual meeting, taking full responsibility for their child's safe use of the Internet.
- The lead worker should encourage the children/young people to devise their own ground rules for acceptable behaviour whilst meeting virtually.
- No part of a virtual meeting should be recorded or any screen shots taken by any party.
- Leaders should make it clear to young people that if they share something on social media/during a virtual meeting that makes them concerned about their safety, they will need to pass this on, in accordance with the church's safeguarding procedures.

### **3.3 WORKING WITH ADULTS AT RISK**

#### **3.3.1 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.

#### **3.3.2 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).

#### **3.3.3 Worship**

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

#### **3.3.4 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.

### 3.3.5 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.

### 3.3.6 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.

### 3.3.7 Live Streaming Services

When a service or event is being live streamed or recorded to be shared online at a later date, we will ensure people are aware that they are being recorded and appropriate consent will be sought to those who participate in the service, or who may be visible to the camera.

This is in line with the guidance as set out in the Baptist Union of Great Britain guide: [Recording and Live Streaming Services: Safeguarding Guidelines for Churches](#).

### 3.3.8 Computers

All church computers will have suitable parental controls and blocks put on. Access should also be password protected and only shared with approved users. Although these are not failsafe measures in themselves, they will make using the computers for inappropriate behaviour more difficult, whilst also protecting any vulnerable users. All users should also comply with any other data policies and procedures.

### 3.3.9 Record keeping

#### Pastoral visiting

It is good practice to keep a confidential written record of 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. All records should be stored in line with any CHBC data policies.

Any records of safeguarding allegations, concerns or disclosures should be passed on to the DPS (see Appendix 2 and 3). Finalised copies of these will be stored in a safe and secure manner for at least 75 years (at this time: on the church Google Drive under the confidential Safeguarding section as PDFs).

### **Adults at Risk attending groups without a responsible adult**

It is important to gather details about adults who are not accompanied by a responsible adult in case of incident (their name, medical emergency contact - name and number). Though the timetable for collecting this data may be longer than for children and young people it is still important that the lead worker intentionally gathers this information as much as possible.

### **Storage of consent forms and personal data**

All personal data and consent forms should be treated in the strictest confidence, being used and stored securely in line with the CHBC Data Policy.

### **3.3.10 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.

## **3.4 HEALTH AND SAFETY - Safe Practice and Safe Premises**

### **3.4.1 Health and Safety**

All activities for children, young people and adults at risk will comply with the church's current Health and Safety policy (currently on our website under RESOURCES/POLICIES AND PROCEDURES) and will be conducted in accordance with *Guidelines for users of Castle Hill Baptist Church*, with particular attention paid to the sections on Risk Assessments, Fire Safety, First Aid, PAT testing, Health and Safety and Kitchen and Food Hygiene.

Whenever possible, at all events involving food preparation, at least one worker will hold a valid Basic Food Hygiene Certificate.

Buildings being used for children's and adult at risk groups will be properly maintained. Any concerns should be reported immediately to the Health and Safety Team. A representative from the teams involved will be consulted as part of an annual health and safety review in order to consider all aspects of safety for everyone involved in using the premises.

### **3.4.2 Supervision of Groups**

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

### 3.4.3 Risk Assessment

Before undertaking any activity with children or adults at risk, the leader will ensure that a risk assessment is carried out. Do consult the Health and Safety Team for any previous documents and advice. It is advisable to appoint someone specifically for this task (see 3.4.1).

### 3.4.4 Insurance

Residential activity organisers will check that there is adequate insurance cover for any activities planned. If the trip is at a centre, it is also important to establish that there is appropriate public liability insurance in place.

### 3.4.5 Transport

These guidelines 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 example, transport arrangements made between friends.

- Only those who have gone through the church's safer recruitment procedures for workers will transport children and adults at risk (within the DBS eligibility criteria).
- All drivers will have read the church's Safeguarding policy and agree to abide by it.
- Drivers will be aged 21 or over and have held a full driving licence for at least two years.
- Drivers must ensure that they have adequate insurance cover and that the vehicle being used is road worthy.
- All hired minibuses will have a small bus permit, the necessary insurance and a driver with a valid driving licence that entitles them to drive a minibus.

Our practice specifically for transporting children is as follows:

- Parental consent will be given for all journeys.
- All children and young people should be returned to an agreed drop off point. At collection or drop off points, children should never be left on their own; make sure they are collected by an appropriate adult.
- At least two workers (unrelated to each other) should be present when transporting children as part of a church role.
- Should an emergency situation arise and only one church worker be available to transport a child, that church worker must first contact one of the Safeguarding Team, or in their absence, the Minister or one of the deacons, to discuss a plan of action. The only exception to this is when there is a risk to life and the 999 responders have given clear advice to take the child to the emergency ward without delay. At the next convenient moment, the above process should be followed, making contact and sharing what has happened.

### 3.4.6 Outings and Overnight Events involving Children

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

- Approval from the Leadership Team before any promotion.
- Notify the DPS for support in ensuring all necessary measures are being followed.
- A risk assessment must be carried out and approved beforehand.
- Parents will be informed in writing of all the arrangements.
- Consent forms will be obtained for the specific activities involved.
- There will be workers with first aid and food hygiene certificates with the group, as necessary.

### Consent and Medical Information

Specific consent forms completed by a parent / carer, with space to state any medical information, emergency contact information, contact details for their GP and any additional support needs, must be

completed prior to the child or young person attending any outings or overnight event. This form must be held securely by the lead worker and will allow emergency medical personnel to have access to information should the need arise.

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

It is fairly normal to expect to hold medication for a child of primary school age. A discussion with the parent / carer for each child needing medication should be had about the most appropriate way to handle, store and dispense their medication. A record of this conversation should be kept and shared so that all leaders are aware of any agreement. If the child has complex needs, a risk assessment should be undertaken to ensure consideration of any eventualities and actions. Any dispensing of medication must be recorded (date, time, dose, name of medication, who administered) to ensure accountability. Any medications held for the child must be collected and returned to the parent / carer, not via the child. Should any concerns arise, the lead worker should make contact with the parent / carer for clarification and not make adjustments to the guidance given without permission.

### **Sleeping Arrangements**

Sleeping arrangements for overnight events will be carefully considered. It is not acceptable for workers to share sleeping accommodation with young people. Instead, workers should be situated in close proximity and ensure that the young people know where to go if they need help. There should be at least two workers on duty until all young people are asleep. The balance of workers involved should be in line with 2.3.4 and 3.1.3 above.

### **Gender Identity**

Where a young person is questioning their gender identity or considering, progressing or has completed gender reassignment, we will consult with them and their parents about arrangements for residential trips and sleepovers. If needed, the DPS will seek advice from the Regional Safeguarding Lead.

### **Adventurous Activities**

No child will participate in adventurous activities without the written consent of the parent / carer. The activity leader will ensure that the staff engaged in such activities are properly trained and qualified and that the correct ratio of staff to children is met. At an activity centre, or for an organisation whose own staff undertake such activities, if the activities come within the scope of the Adventure Activities Licensing Regulations 2004, the activity leader needs to ensure that the premises are licensed and sufficient public liability is in place.

### **Fire Safety**

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

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

### **Safety**

It is the responsibility of the workers to always know the whereabouts of every child/young person participating in an overnight event, and this may include monitoring access on and off the site. General safety rules will be applied as appropriate (e.g., no running around tents due to the risk of injury from tripping over guy lines).

### **Swimming Trips**

Recognising that children are likely to be dispersed around the swimming area, with additional requirements for oversight as they get changed or visit the toilets, there will need to be an increased adult to child ratio for swimming trips. Prior to the trip, workers will establish in writing from their parent / carers the swimming ability of the children or young people attending and obtain specific consent. Workers should never change in front of the children.

### **Named person for safeguarding on the trip**

There will be a named person for safeguarding on all outings and residential trips. This person will not necessarily be the church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

### **3.4.7 Outings and Overnight Events involving Adults at Risk**

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

- Approval from the Leadership Team before any promotion.
- Notify the DPS for support in ensuring all necessary measures are being followed.
- A risk assessment must be carried out and approved 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 adult at risk in the group; this may include monitoring access on and off the site. A system for ensuring the safety and whereabouts of all adults should be devised but need be no more complex than 'let's all meet at X by 3pm' when a formal check can be made (but this need not be a called-out register!).

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 at 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.

## **Named person for safeguarding on the trip**

As with trips arranged for children and young people there will need to be a named person for safeguarding for all outings and residential trips involving adults at risk. This person will not necessarily be the church Designated Person for Safeguarding but they will be someone trained to Level 3 Excellence in Safeguarding. A discussion with the DPS will be held to identify who this person is and agree how information will be communicated to the DPS if a concern is raised during the event.

### **3.4.8 Hiring of Church Premises**

For regular hirings: Any external users working with children, young people and/or adults at risk on the Church premises are expected to evidence that they have their own safeguarding policy and procedures, that all staff and volunteers have been subjected to DBS checks (in line with national government guidance) and have undertaken an appropriate level of safeguarding training. This will be stated alongside other conditions in a specific written agreement which must be confirmed prior to any agreement commencing.

For one-off hirings (e.g., birthday parties): the hirer will be responsible for the welfare of those in their care, and will be expected to sign our terms and conditions to confirm they will abide by CHBC policies and procedures. The person assigned to oversee this booking should be safeguarding trained and confident to raise any concerns with the hirer that they may see on the day (such as ratio issues).

## **3.5 SAFER COMMUNITY**

### **3.5.1 Bullying**

Bullying is another form of abuse, and it can be verbal or physical. Bullying doesn't just happen to children; 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.

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

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

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

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

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

### **Our procedure**

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

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

It is important to distinguish bullying from other behaviours, 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.

### **Online safety**

Bullying online and on social media is as serious as physical, in person bullying. In contrast to in person bullying there is often no escape from bullying online in a world where people, especially young people, are

accessing their online world from wherever they are; there is no “safe space” and the emotional impact of online bullying can be significant as a result. With this in mind the same procedures apply to disclosures of online bullying as in person incidents.

### 3.5.2 Making a complaint

The Church has a formal complaints policy and procedure for matters that do not relate to safeguarding. This can be found on the church website: <https://warwickbaptists.org.uk/resources/policies-and-procedures> and an online form available here: <https://warwickbaptists.org.uk/complaint>

### 3.5.3 Whistleblowing

Whistleblowing is the term used when a worker passes on information concerning wrongdoing. The wrongdoing will typically (although not necessarily) be something they have witnessed in the life of the Church. To be covered by whistleblowing law, a worker who makes a disclosure must reasonably believe two things:

1. that they are acting in the public interest. This means in particular that personal grievances and complaints are not usually covered by whistleblowing law (see 3.5.2).
2. that the disclosure tends to show past, present or likely future wrongdoing falling into one or more of the following categories:
  - criminal offences (this may include, e.g., types of financial impropriety such as fraud);
  - failure to comply with an obligation set out in law;
  - miscarriages of justice;
  - endangering of someone’s health and safety;
  - damage to the environment;
  - covering up wrongdoing in the above categories.

To ‘blow the whistle’, a worker should either use the Church complaints form (see 3.5.2) or speak to one of the trustees, in both cases citing that they want to ‘blow the whistle’. Should there be any concern about the trustees being involved, contact should be made with a Regional Minister at our Baptist Association (HEBA) (see Section 4).

All reasonable steps will be taken to maintain the confidentiality of the whistleblower where it is requested (unless required by law to break that confidentiality). A similar process to the complaints procedure will be followed for any investigation, which includes informing statutory authorities, as required.

### 3.5.4 Working with Alleged or Known Offenders

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 Regional Safeguarding Lead.
- A risk assessment will be undertaken with the help of the Regional Safeguarding Lead to determine the contents of the Safeguarding Contract using the BUGB safeguarding risk assessment tool.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.
- The rights of the offender to rebuild their life without people knowing the details of their past offence should be balanced against the need to protect children, 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 Regional Safeguarding Lead.

#### **3.5.5 Alleged or known offenders who are themselves adults at risk**

A risk assessment and formal contract may be quite a daunting process for an adult 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 Regional Safeguarding Lead throughout this process.

## SECTION 4 - USEFUL CONTACTS

**Local Authority Designated Officer (LADO)**

Email: [LADO@warwickshire.gov.uk](mailto:LADO@warwickshire.gov.uk)

**Warwick Multi Agency Safeguarding Hub (MASH) & Children's Social Services**

Tel: 01926 414144 (out of hours 01926 866922)

Email: [triagehub@warwickshire.gov.uk](mailto:triagehub@warwickshire.gov.uk)

**Police**

Contact 101, or 999 in an emergency

**Adult Social Services**

8.45am—5pm 01926 414144

Out of hours 01926 866922

**ThirtyOne:Eight**

Helpline: 0303 003 1111

Email: [info@thirtyoneeight.org](mailto:info@thirtyoneeight.org)

**Local Baptist Association (HEBA)****Safeguarding Lead/Officer:**

Keith Baldwin, 07903 045670

[keith@baptist-heartofengland.org](mailto:keith@baptist-heartofengland.org)

OR

[safeguarding@baptist-heartofengland.org](mailto:safeguarding@baptist-heartofengland.org)

**General Office Number**

to speak to a Regional Minister: 07305 051770

## 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.

Type of Abuse	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.

<i>Discrimination</i>	The inappropriate treatment of a person because of their age, gender, race, religion, cultural background, sexuality or disability.
<i>Institutional</i>	The mistreatment or abuse of a person by a regime or individuals within an institution. It can occur through repeated acts of poor or inadequate care and neglect, or poor professional practice or ill-treatment. The church as an institution is not exempt from perpetrating institutional abuse.
<i>Domestic Abuse</i>	Domestic abuse is any threatening behaviour, violence or abuse between persons aged 16 or above 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, coercive and controlling behaviour where an abuser seeks to exert power over their family member or partner. The Domestic Abuse Act 2021 identifies children who see, hear or experience the effects of domestic abuse as victims in their own right.
<i>Online abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chat rooms, etc.) to repeatedly harm or harass other people in a deliberate manner.  The Online Safety Bill, 2021, introduces new rules for internet search engines and firms who host user-generated content, i.e. those which allow users to post their own content online or interact with each other. Those platforms which fail to comply with the rules could face penalties of up to 10% of their revenue, and in the most serious cases some may even be barred from operating.
<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Cuckooing</i>	Cuckooing is the term used to describe occasions where the homes of adults at risk are taken over and used to distribute drugs or as a base for gang or criminal activities. The tenant may believe that the people who are in their home are their friends.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. In the UK we see examples of this through County Lines, Child Sexual Exploitation and forced labour.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The radicalisation of individuals is the process by which people come to support any form of extremism and, in some cases, join terrorist groups. Some individuals are more vulnerable to the risk of being groomed into terrorism than others.

<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Peer-on-Peer Abuse</i>	Peer-on-peer abuse is where sexual abuse takes place between children of a similar age or stage of development.
<i>Child on Child Abuse</i>	Child on Child abuse is when a child abuses another child of any age or stage of development
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

## APPENDIX 2 – DETAILED GUIDANCE ON REPORTING REQUIREMENTS

### STAGE 1 – THE WORKER

The duty of the person who receives information or who has a concern about the welfare of a child, young person or adult at risk is to RECOGNISE the concerns, make a RECORD in writing and RESPOND by passing on their concerns to the DPS. If he/she is not contactable, or if 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 ideally within 24 hours of it 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.

#### Using the church form, the incident/concern should:

- be recorded 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 until instructed otherwise)
- 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 adults at risk work, the team worker who has the concern may in the first instance wish to talk it through with the lead worker, 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 team 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 lead worker by one of the team 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.

Once the official safeguarding form has been submitted, and a request for any notes to be destroyed has been made, the team worker may retain a note of the date, time, person and headline 'safeguarding referral' for their own confidential record. For clarity, no other details should be maintained; anything relevant should be in the safeguarding report. Any pastoral comments unrelated to the report can be kept.

## 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 Regional Safeguarding Lead.*

- 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
  - Regional Safeguarding Lead

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 church 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).

If this church worker moves on to another church, concerns should be shared with their safeguarding lead.

## APPENDIX 3 – SAMPLES OF FORMS

All can be downloaded from <https://warwickbaptists.org.uk/resources/policies-and-procedures>

### APPENDIX 3A – Safeguarding Concerns Report Form (2 pages)

#### CHBC Safeguarding Concerns Report Form (update Nov 2023)



#### WHAT DO I DO?

*Below is a confidential form to be completed as fully as you can. It would be normal for you to have spoken with a Safeguarding Designated Person (DP) or their Deputy about your concerns before completing this form. If you've not done this, please call 01926 459640 and select option 3.*

*When completing this form if parts do not make sense or you require help, please do not hesitate to contact one of the Safeguarding Team listed in the Fellowship Booklet/in CHBC building/on our website. If applicable, please also complete the body form (on web page) and send it together with this form.*

#### DETAILS OF PERSON(S) REPORTING

Name:

Address:

Email:

Contact No.:

#### DETAILS OF MAIN PEOPLE AFFECTED (do add extra sets of details below if more than one is involved)

Name:

Address:

Email:

Contact No.:

If relevant, who is responsible for any dependents (adult or child)?

#### DETAILS OF INCIDENT/REPORT

Time & date:

Where did it occur (main locations, phone, email etc.):

What is your link to this situation (e.g., leader of house group, friend):

Category of concern (Adult at risk/child) and headline summary (e.g., financial concerns):

Please give details (who, what, where, when, why, how):

Summary of main concerns (draw this from detail just given):

What are the next steps (how do we/you need to respond, if at all?):

#### DATA COLLECTION

Who has been informed about this incident/report (add names below):

- Safeguarding DP?
- Parent / Carer?
- Leader of relevant group (if child)?
- Anyone else?

Who has a copy of this information?

Have all notes been handed over or destroyed?

#### DECLARATION

*All that has been recorded is accurate to the best of my knowledge. I understand that this is confidential information that must not be discussed outside of the Safeguarding Team. I understand I can seek help and support should I need it at any time by contacting the Pastor or Safeguarding Team.*

**Signed** (hand or computer):

**Date:**

**Printed Name:**

**WHAT NEXT?**

*Firstly, thank you for taking the time to do this; it is so important we keep good records for our safety and that of those we care for in the name of CHBC. Your next action is to SAVE and SEND this form and the body form (if applicable) to [safe@warwickbaptists.org.uk](mailto:safe@warwickbaptists.org.uk) or give a printed copy to the safeguarding person you've been speaking with. Keep your copy until you have confirmation that it has been received then delete it from your computer. Check whether you need to handover or destroy any other notes.*

*We realise situations are often evolving beyond what is written so keep an open dialogue with the safeguarding person you're dealing with. Keep notes of anything new so you can write it up later and if you're not sure make another call. Finally, do not discuss this incident/report with others; if you feel someone needs to know, ask your safeguarding link first.*

*If you need any kind of support in dealing with this, please speak to the Pastor or the safeguarding person and we will do what we can to help you. Remember the detail of this is to be kept confidential.*

---

**REVIEW (for Safeguarding Team)**

**NAME OF PERSON REVIEWING:**

**DATE OF REVIEW:**

**Is any further action required?**

**Is there any learning to take from this situation?**

**Do any of the parties need pastoral support or further training?**

**Does the CHBC policy need reviewing in light of this situation?**

APPENDIX 3B – Body Map Form (1 pages)

CHBC SAFEGUARDING INCIDENT FORM: BODY MAP (Sept 2023)

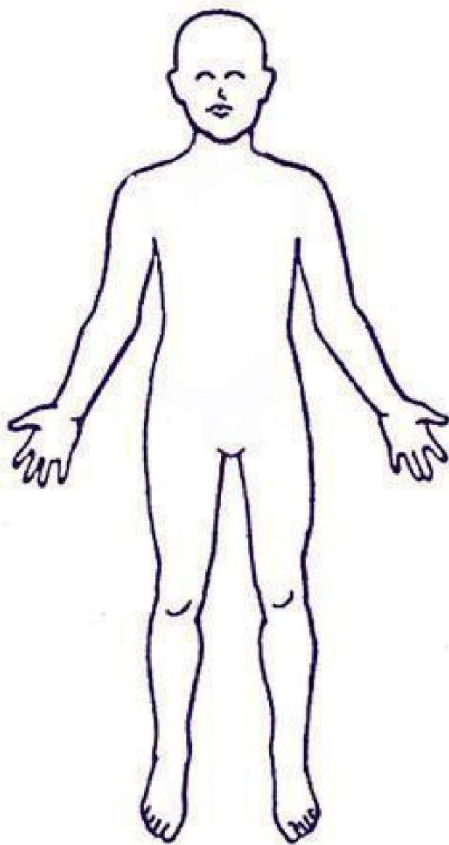
*This form should be completed by the Designated Person for Safeguarding*

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

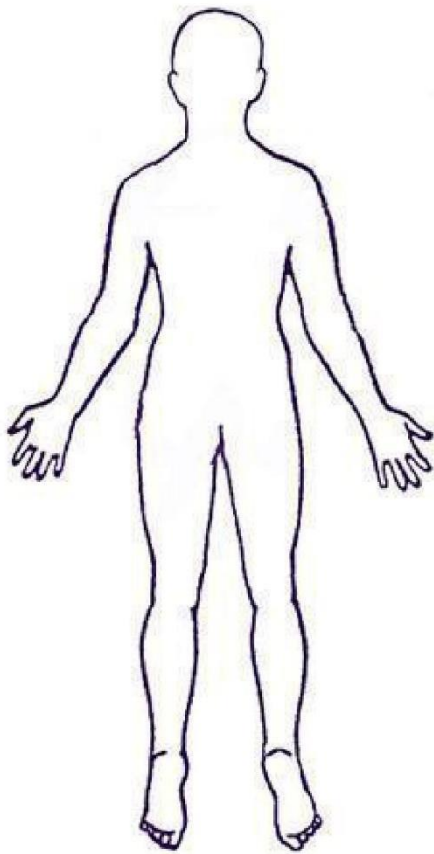
Name of person completing this form \_\_\_\_\_

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

Front



Back



Signature \_\_\_\_\_

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



## APPENDIX 3C – Children & Young People Consent Form (3 pages)



### CONSENT & INFORMATION FORM FOR U18s

By completing this form, you are giving consent for:

- your child to take part in appropriate supervised activities at CHBC;
- CHBC to hold your personal data and use it as described below;
- the group leader to take any necessary decisions in respect of the child's welfare in the event of your absence, in case of emergency, or if contact cannot be established—this includes authorising basic first aid care and any medical treatment advised by a medical practitioner.

#### CHILD/YOUNG PERSON — INFO

SURNAME:		FORENAME (Do also include preferred name):	
DATE OF BIRTH:		NURSERY / SCHOOL / COLLEGE :	
YEAR GROUP:	YOUNG PERSON'S EMAIL ADDRESS (IF Y7+):		

ADDRESS:

#### ADDITIONAL INFORMATION

I set out below any special needs / medical / other needs, which may impact upon my child's participation (including details of any allergies):

#### PERSON WITH PARENTAL RESPONSIBILITY — INFO

SURNAME:		FORENAME:	
CONTACT NO:	EMAIL ADDRESS:		
SECONDARY NAME & CONTACT NO.:			

*CHBC U18s Information & Consent Form: Updated September 2023 (mirrored on Church Suite)*

## DATA COLLECTION

Here at Castle Hill Baptist Church we take your privacy seriously and will only use your personal information to provide tailored care to your child. From time to time we might need to contact you, via phone and/or email to provide you with church updates and share relevant news. We will store any collected data securely and it will only be accessed by authorised personnel. Personal information will not be shared with any third parties.

**For the full policy:** <https://warwickbaptists.org.uk/resources/policies-and-procedures/>

## USE OF IMAGES: CONSENT

To comply with the Data Protection Act 1998, we need your permission to photograph or make any videos of children or young people for CHBC. Occasionally, we may take photographs or videos at events. We may use these images in printed publications as well as online. We therefore need your consent to use these images. *Page three of this form gives further details relating to this for you to keep.*

**Do you consent to CHBC storing and using photographs and videos of the person named above in line with the given policy?**

☐

I consent

☐

I do not consent

## DECLARATION

**I confirm that the above information is as up to date as possible. I will let the group leader know of any changes throughout the year, as necessary.**

**NAME (PRINTED)** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**GROUP YOUR CHILD IS ATTENDING:** \_\_\_\_\_

**This form should go to the Group Leader on the day**

**Group Leader Info:** Keep this form for the day of the activity

Add pertinent info to your group register manually

Complete "What group?" info below

Return to secure designated place for addition to Church Suite

**Office use only:**

☐

What group did this child attend? \_\_\_\_\_

☐

Added to Church Suite?

☐

Scanned and saved to Google Drive?

☐

Preferences recorded and circulated

☐

If all above complete, shred this original

*CHBC U18s Information & Consent Form: Updated September 2023 (mirrored on Church Suite)*



## Using images of Children and Young People

### THIS PAGE IS FOR THE PARENT / GUARDIAN'S RECORDS

To comply with the Data Protection Act 1998, we need your permission to photograph or make any videos of children or young people (anyone under 18).

Occasionally, we may take photographs of children and young people at events. We may use these images in printed publications as well as online. We may also make video recordings at events. In all these circumstances, we will endeavour to respect your wishes as indicated on the forms you complete.

Sometimes the church is involved with local or national press releases (both televised, online and printed) and it is possible that images of children and young people may be used. We will make every effort to honour your wishes in this regard as indicated online or using the *Consent and Information Form for U18s*.

#### Summary of conditions of use

The full procedure is within our safeguarding policy and procedures (<https://warwickbaptists.org.uk/resources/policies-and-procedures/>)

1. We will not use personal details or full names (which means first name and surname) of any child or young person in a photographic image or video, online or in printed publications.
2. We will not include personal e-mail or postal addresses, or telephone numbers on video, online or in printed publications.
3. If we use photographs of individual children or young people, we will only use the first name of that child or young person should it require accompanying text or a photo caption.
4. We may use group photographs or footage with general labels, such as 'children's day' or 'youth festival'.
5. We will only use images of children and young people who are suitably dressed, to reduce the risk of those photos being used inappropriately.

NB Should your child or young person be involved on a Sunday in the worship band or on the main platform, they will be part of the recording that is posted on YouTube each week (as per the signs and rolling notices on the screen). If you are not happy about this, either do not allow your child or young person to be involved up the front, or talk to the safeguarding team about how we might make this work for your family.

*CHBC U18s Information & Consent Form: Updated September 2023 (mirrored on Church Suite)*

**Safeguarding: Record of Help**

*If someone requests help of any kind from the church in support of an Adult At Risk then all involved need to keep basic records for accountability purposes. Any information is to be kept confidential and only discussed with the safeguarding team. If there is a team approach (such as helping with lifts) this data can be collated and submitted by one approved person (as agreed) on a monthly basis assuming no incidents. Once information is recorded below, please destroy any other notes (advise others to do the same) to avoid confusion. If there is any incident or near miss, this must be recorded and reported ASAP. Please send emails to [safe@warwickbaptists.org.uk](mailto:safe@warwickbaptists.org.uk) or hand a paper copy directly to your safeguarding link.*

**DETAILS OF ADULT AT RISK**

Full name:

Safeguarding Link:

**RECORD OF HELP**

DATE	TIMES	NAME OF HELPER	DETAIL (activity/reason/people)	ANY CONCERNS?
e.g. 19/12/21	1-2pm	Kevin Johnson	Help collect medication, Boots in Warwick. Walking together.	Slight trip but no injury

I confirm this record is accurate to the best of my knowledge.

SIGNED:

PRINTED NAME:

DATE:

*Continue overleaf...*

## 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 on page 6

# Code of Conduct at CHBC



### Purpose

This behaviour code outlines the conduct expected of all workers (staff and volunteers) to align with our safeguarding policy. This document seeks to offer good practice, to support us all in fulfilling our responsibilities for adults at risk and children and young people and avoiding any unnecessary allegations.

### The role of workers (staff and volunteers)

When working with children and young people or adults at risk of harm, you are acting in a position of trust and authority and have a duty of care towards them. You are likely to be seen as a role model and are expected to act in line with the following good practice.

### Good practice

- Treat everyone with dignity, respect and fairness, and have proper regard for individuals' interests, rights, safety and welfare
- Work in a responsible, transparent and accountable way
- Be prepared to challenge unacceptable behaviour or to be challenged
- Listen carefully to those you are supporting
- Avoid any behaviour that could be perceived as bullying, emotional abuse, harassment, physical abuse, spiritual abuse or sexual abuse (including inappropriate physical contact such as rough play and inappropriate language or gestures)
- Seek advice from someone with greater experience when necessary
- Work in an open environment – avoid private or unobserved situations
- Follow policies, procedures and guidelines and report all disclosures, concerns, allegations, and suspicions in line with our safeguarding policy
- Don't make inappropriate promises particularly in relation to confidentiality
- Do explain to the individual what you intend to do and don't delay taking action

### Diversity and inclusion

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable

### Unacceptable behaviour

- Not reporting concerns or delaying reporting concerns
- Taking unnecessary risks
- Any behaviour that is or may be perceived as threatening or abusive in any way
- Passing on your personal and/or social media contact details and any contact that breaches the CHBC social media policy within our safeguarding policy and procedures (*NB there are exceptions to this relating to Adults at Risk, as per our safeguarding policy and procedures*)

*This doc is compiled from ThirtyOne:Eight & NSPCC guidance for CHBC (update Oct 23) | Page 1 of 2*

# Code of Conduct at CHBC



- Developing inappropriate relationships
- Smoking and consuming alcohol or illegal substances
- Favouritism/exclusion – all people should be equally supported and encouraged
- Not respecting the diversity and inclusion of those attending – respectfully disagreeing is different from being disruptive

## Support for Workers

If you have any concerns about how to handle a situation, please do not hesitate to speak with your lead worker or a member of the Safeguarding Team - we want to support and encourage you however we can.

## Breaching the Code of Conduct

If you have behaved inappropriately, you will be subject to disciplinary procedures (which may involve consultation with the Safeguarding Team). Depending on the seriousness of the situation, you may be asked to leave your role. We may also make a referral to statutory agencies such as the police and/or the local authority children's or adult's social care departments or DBS.

If you become aware of a breach of this code, you should escalate your concerns to the Safeguarding Team or line manager (in the case of a paid staff member).

## Declaration

I agree to abide by the expectations outlined in this document and confirm that I have read and will implement the relevant policies that assist my work in this area.

*N.B. This agreement can be completed online by following the link given to Church Suite as well as by using this paper version. Please return this to the safeguarding team by the agreed date.*

**Name:**

**Signature:**

**Date:**

Office use:

- Note agreement on Church Suite Key Dates
- Inform lead worker if any concerns raised
- Scan and store this document on Google Drive
- Destroy original once complete

☐  
☐  
☐

*This doc is compiled from ThirtyOne:Eight & NSPCC guidance for CHBC (update Oct 23) | Page 2 of 2*