	Child Protection and Adults at Risk Safeguarding Procedure		
	Issued date: Last reviewed date:	2014 07/05/2021	Issue: 3.0

1. Purpose

This document defines the procedure to be used for Child Protection and Adults at Risk Safeguarding.

2. Scope

This document applies to the Bethel Baptist Church, Swavesey, Cambridge.

3. Responsibilities

3.1 Charity Trustee

The Charity Trustee, as the process owner, is responsible for ensuring that this process is maintained, reviewed and revised as necessary.

3.2 Designated Person(s) for Safeguarding and Adults at Risk (Lead and Deputy)

The Designated Person(s) is responsible for ensuring that this process is implemented.

3.3 Church Congregation

The Church Congregation collectively are responsible for carrying out the instructions contained in this process.

3.4 Roles and Responsibilities of the Safeguarding Team

The Safeguarding Team consists of the following roles:

- Designated Person(s) for Safeguarding and Adults at Risk (Lead and Deputy)
- Safeguarding Charity Trustee
- Responsible Person for Disclosure and Barring (DBS)
- Compliance Officer

The details of each role is outlined below. The Safeguarding Team Names List provides current nominated persons against each role.

3.4.1 Designated Persons for Safeguarding and Adults at Risk (Lead and Deputy)

- Receives any 'report forms' and then has the duty to review the reported incident. They make a decision as to whether they should refer the incident in some way and they will take appropriate action when abuse is disclosed, discovered or suspected. They will report to the safeguarding team if necessary.
- The designated person(s) (Lead and Deputy, hereafter referred to as Designated Person(s)), will advise the church on any matters related to safeguarding or of child or adult protection as listed but not limited to those defined in section 4.1.
- Their role will be explained at least annually to the church and their name, address and phone number publicly displayed.
- They will oversee the monitoring and reviewing of the Safeguarding policy and procedure annually jointly with all members of the Safeguarding Team. They will keep a record of all Safeguarding incidents and these will be considered in annual reviews. All records are to be treated as "Confidential" and filed in a secure location within the Church premises.
- The Designated Person(s) will be responsible for ensuring safe recruitment, in partnership with the Minister, the Safeguarding Team and other leaders is carried out. They will be responsible for ensuring that 'signed' commitments are kept and that relevant forms are provided to new volunteers.



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- The Designated Person(s), in partnership with the Minister and the Safeguarding Team, will be responsible for procedures with any 'known' offender.
- They will oversee, in conjunction with the Minister and Safeguarding team, the provision of induction programmes and initial training as, and when necessary, and keep records of those who attend. The Designated Person(s), the Minister and the Safeguarding team will provide Refresher Safeguarding Protection training every 3 years within the context within which they are working. The Designated Person will ensure that dates of training days and attendees are recorded in order to support this process.
- They will oversee and ensure, in conjunction with the Minister and Safeguarding team, the provision of generic and specific risk assessments and ensure that risk assessment forms are available and completed. They will keep copies in a safe place that can be accessed by the appropriate volunteers for reference when required.

3.4.2 Safeguarding Charity Trustee


- Will oversee and monitor the implementation of the policy and procedures on behalf of the church's Charity Trustees and the church.
- They will advise the church on any matters related to safeguarding or of child protection or adult protection as listed but not limited to those defined in section 4.1.
- Their role will be explained at least annually to the church and their name, address and phone number publicly displayed.
- They will monitor and review the Safeguarding policy and procedures annually jointly with all members of the Safeguarding Team.
- They will support the Safeguarding Team and report any concerns, if necessary, to relevant parties.

3.4.3 Responsible Person for Disclosure and Barring (DBS)

- Will ensure that all adults working with children and adults at risk have up to date DBS forms completed, checked and returned.
- They will keep records of those whose DBS forms are complete and ensure that those nearing expiry are renewed.
- They will send out details and instructions for people who need to complete or renew their DBS.
- They will advise the church on matters related to DBS.
- They will advise the church on any matters related to safeguarding or of child protection or adults at risk, as agreed with the Safeguarding Team.
- Their role will be explained at least annually to the church and their name, address and phone number publicly displayed.
- They will monitor and review the Safeguarding policy and procedure annually jointly with all members of the Safeguarding Team..
- They will support the Safeguarding Team and report any concerns, if necessary, to relevant parties.

3.4.4 Compliance Officer

- They will ensure that the policy and this procedure are maintained and updated in line with current legislation and appropriate guidance provided by the Baptist Union.
- They will carry out an annual audit of the policy and procedure to ensure that they are implemented correctly and that the appropriate records are being kept.

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4. Process

The following section outlines the processes to be followed in response to a safeguarding concern relating to Child Protection or Adults at Risk.

4.1 Recognising possible signs of abuse

The following signs listed, but not limited to, may suggest that abuse has taken place either to a child or an adult at risk.

Physical Signs of Abuse

- Any injuries not consistent with the explanation given.
- Injuries that occur to the body in places not normally exposed to falls, rough games, etc.
- Injuries that have not received medical attention.
- Neglect – under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for or participate in games or swimming.
- Bruises, bites, burns, fractures etc which do not have an accidental explanation.
- Cuts/scratches/substance abuse.

Emotional Signs of Abuse

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

Indicators of Possible Sexual Abuse

- Any allegations made by a child or an adult at risk concerning sexual abuse.
- Child or Adult at Risk with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child or an Adult at Risk who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.

Neglect

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 an 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.
- Signs of neglect, such as under-nourished, untreated illnesses, inadequate care.



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Radicalisation

This is a subject which is currently being addressed by BUGB. Any guidance can be found as the “Radicalisation Guidance Note” listed in section 7 – Records.

FGM

This is a subject which is currently being addressed by BUGB. Any guidance can be found as the “FGM Guidance Note” listed in section 7 – Records.

Bullying

This is a subject which is currently being addressed by BUGB. Any guidance can be found as the “Anti-Bullying Guidance Note” listed in section 7 – Records.

4.2 Responding to Concerns

What do we do if abuse is suspected or disclosed?

Everyone has his or her part to play in ensuring the safeguarding of children or adults at risk within the church.

Therefore;

If the behaviour of a child or an adult at risk gives any cause for concern; or

If an allegation is made in any context about a child or an adult at risk being harmed; or

If the behaviour of any adult (including colleagues and members of the public) towards children or an adult at risk causes you concern. Then:

- Do not dismiss your concerns or the concerns of the child or children or adult at risk.
- Do not normally confront the adult about whose behaviour you have concerns.
- Do not take responsibility for deciding whether or not a child or an adult at risk abuse is actually taking place.
- Do not take investigate allegations, act alone or take sole responsibility for what has been shared or any concerns you may have.
- Do follow the church's procedures for responding to concerns.

Do	Don't
<i>Listen and Clarify</i> - look at the child or adult at risk directly and keep calm	<i>Minimise</i> what is said
<i>Give Support</i> - show acceptance of what the child or adult at risk has said, reassure him/her that they are not to blame for the abuse.	<i>Show shock</i> , alarm or disapproval
<i>Explain</i> what happens next	<i>Question or push for information</i>
<i>Take Action</i>	<i>Promise confidentiality</i> or offer false reassurance



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Helpful Responses:-

- “You have done the right thing in telling”
- “That must have been really hard”
- “I am glad you have told me”
- “It’s not your fault”
- “I will help you”

Unhelpful Responses:-

- “Why didn’t you tell anyone before?”
- “I can’t believe it!”
- “Are you sure this is true?”
- “Why? How? When? Who? Where?”
- “ I am shocked, don’t tell anyone else”

The following sections will help with the understanding of what steps or stages to follow if you have concerns for the wellbeing of a child or an adult at risk.



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4.3 Summary of process stages for responding to concerns

STAGE 1

A worker/church attendee has a concern about the welfare of a child or an adult at risk or the behaviour of an adult. The person who has the concern has a duty to;

RECORD AND REPORT

A written record must be made of the concern using a standard incident report form and the concern should be reported to the Designated Person within 24 hours. If the Designated Person for Safeguarding or their deputy is not available, any reports or concerns should be passed to another member of the Safeguarding Team.

Standard Incident Forms will be available at all times from the church on the applicable noticeboard



STAGE 2

The Designated Person receives the report of concern then has a duty to;

REVIEW AND REFER

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




STAGE 3

*After the decision has been made as to what action should be taken
The Designated Person, the Safeguarding Trustee and the Minister, may have a duty to;*

SUPPORT AND REPORT

Support should be offered to all parties affected by any safeguarding concerns and where formal referrals are made Reports may need to be made to the local Baptist Association, the Independent Safeguarding Authority and the Charity Commission.

If a Child or an Adult at Risk is considered to be in imminent danger of harm a report should be made immediately to the Police or Social Services (see appendix for relevant numbers)

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4.4 Stage 1 – Record and Report

The duty of the person who receives information or who has a concern about the welfare of a child or young person is to RECORD their concerns in writing and to REPORT their concerns to the Designated Person(s). If he/she is not contactable any reports or concerns should be passed to another member of the Safeguarding Team. Reports are to be submitted on the Incident Report Form, copies of which are kept in the Church on the appropriate noticeboard.

The report to the Designated Person(s) should be made within 24 hours of the concern being raised.

As soon as possible after a child or an adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern, a written record should be made.

The record should:-

- Be hand-written as soon as possible after the event BUT not in front of the the child or adult at risk
- Be legible and state the facts accurately (when hand-written notes are typed up later the original hand-written notes should be retained). Do not use abbreviations e.g. for names.
- Include the individual'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. Use a simple diagram outline diagram of the body to indicate areas affected.
- Include an exact record of what the child or an adult at risk has said using their own words.
- 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 Safeguarding Team.
 - The Church Minister as far as this is consistent with the welfare of the child or adult at risk concerned and possible pastoral responsibilities to any others involved.
 - Representatives of the professional agencies.

Where a child or an adult at risk has a physical injury or symptom of neglect:

- Contact Children's Social Care Team or Adult Social Care Team if there are concerns that a child or adult at risk may have been deliberately hurt, is at risk of 'significant harm' or is afraid to return home. Do not tell the parents, or other people involved.
- If a child or adult at risk needs urgent medical attention an ambulance will be called or they will be taken to hospital, informing the parents/carers afterwards of the action that was taken.
- The hospital staff will be informed of any child protection or adult at risk concerns.



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Where there are allegations or concerns of sexual abuse:

- Contact Children's Social Care Team or the Adult Social Care Team as appropriate. DO NOT try to investigate the matter.
- In the case of very severe sexual assault (such as rape), which may have occurred over the last few days, and where it has not been possible to get an immediate response from Children's Social Care Team or the Adult Social Care Team, contact the Police.
- Do not touch or tamper with any evidence, such as stained clothing.
- DO NOT tell other people including the parents/carers; they could be involved.
- Keep information on a need-to-know basis so that any alleged perpetrator is not 'tipped off'.

If a report of abuse is made in an emergency, without reference to one of the Safeguarding Team, one of them should be informed as soon as possible after the report has been made.

If concerns arise in the context of a children's group or a group of adults at risk, the worker who has the concern may in the first instance wish to talk through their concern with their group leader. However, such conversations should not delay a report being made to the Designated Person.

It should be clear that the duty remains with the worker to record and report their concerns to the Designated Person(s).

If a concern is brought to the attention of a group leader by one of the workers the leader should remind the worker of their duty to record and report, and will also, themselves, have a duty to report the concern to the Designated Person(s).


4.5 Stage 2 – Review and Refer

The duty of the Designated Person on receiving a report is to REVIEW the concern that has been reported and to REFER the concern on to the appropriate people.

The duty to REVIEW

In reviewing the report that is received the Designated Person(s):

- Should take account of their own experience and expertise in assessing risk to children or adults at risk.
- Must take account of other reports that may have been received concerning the same child, family or adult.
- May speak with others in the church (including the Minister) who may have relevant information and knowledge that would impact on any decision that will be 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.

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The duty to REFER

The Designated Person(s) will make a decision about who the report should be referred on to. They may:

- Refer back to the worker who made the initial report if there is little evidence that a child or an adult at risk is being harmed, asking for appropriate continued observation.
- Refer the concern to others who work with the child/children/adult/adults in question asking for continued observation.
- Refer to the adult about whom the concern has been raised.

This may be the parent/carer of the child or adult at risk or it may be one of the children's or adult's workers. If there is any question at all of possible sexual abuse or serious physical abuse the Designated Person(s) should never address the adult directly but should refer their concerns to the Police or Social Services. To do so may place the child or adult at more risk, or could make any statutory investigation difficult to pursue because the child or adult may be intimidated.

- Make a formal referral to the local appropriate Social Services Department.

All original reports should be retained safely and securely by the Designated Person(s) and a written record should be made of the actions taken.

4.6 Stage 3 – Report and Support

Responsibilities in stage 3 of the process are shared by the Safeguarding Team and the Minister.

The duty to REPORT

Whenever a formal referral is made to Social Services the Designated Person(s) should:

- Report the referral to the Safeguarding Trustee.
- Report the referral to the Minister.
- Report the referral to the Regional Minister of the local Association.

In certain circumstances the Safeguarding Trustee acting on behalf of the trustees may also need to make further reports for example to the Charity Commission.


If an allegation is made against someone who works with children the allegation should be reported to the Local Authority Designated Officer (LADO). The LADO is located within Children's or Adult Social Services and should be alerted to all cases in which it is alleged that a person who works with children or adult has:

- Behaved in a way that has harmed, or may have harmed, a child or adult at risk.
- Possibly committed a criminal offence against children, or related to a child or adult at risk.
- Behaved towards a child or children or adult or adults in a way that indicates s/he is unsuitable to work with children or adults at risk.

If a worker has an allegation made against them they should step down from all church duties until the incident has been investigated.

If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children and young people or adult at risk there is a statutory duty to report the incident to the Independent Safeguarding Authority.

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

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A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy and procedure.

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 such as the Child or Children or Adult at Risk to whom the alleged abuse has taken place, other family members, Church Worker/Volunteer, Safeguarding Team, Ministers or the Leadership Team.

When concerns are expressed about the Minister

Any safeguarding concerns involving a Minister should always be reported immediately to the Safeguarding Trustee and the Regional Minister of our local Baptist Association in addition to following the church's normal procedures.

When concerns are expressed about the Designated Person(s)

Any safeguarding concerns involving the Designated person(s) for safeguarding should be reported to the Safeguarding Trustee and the Minister.

When concerns are expressed about the Safeguarding Trustee

Any safeguarding concerns involving the Safeguarding Trustee should be reported to the Minister and the Designated Person(s).

4.7 Safe Recruitment, Support and Supervision of Workers

The church will exercise proper care in the selection and appointment of those working with children or adult at risk, whether paid or volunteer. All workers will be provided with appropriate training, support and supervision to promote the safekeeping of children or adults at risk. We will follow the Baptist Union guidelines for the safe recruitment of volunteers and paid workers.

4.7.1 Appointing Volunteers in the Church


The advice given by the Children's Workforce Development Council in 2009, and the subsequent Safe to Grow (2011) and Safe to Belong (2015), to organisations that appoint volunteers to work with children and young people or adults at risk, is that their recruitment processes should be as rigorous as they would be were they appointing paid staff.

This can seem somewhat artificial in the context of our church where most of the time we are appointing volunteers who are already members of the congregation. We seek volunteers from within a limited pool of people and those people will be well known to us. In addition, we will not always put out an open request for volunteers; we will often identify people to approach to undertake particular roles. The 'personal approach' can often be a more effective way of attracting the right volunteers for positions.

Our approach may be more informal than it would be for those organisations which are seeking volunteers from the general public. However, this informality can make our church vulnerable. Informality should not be confused with being casual about the importance of safeguarding children and young people or adults at risk.

The following elements will be part of any recruitment process for volunteers. These elements are outlined in greater detail on the Baptist Union website: <http://www.baptist.org.uk/Groups/220183/Safeguarding.aspx>

- A written role description and a simple statement of contract to be reviewed annually by the Safeguarding Team.


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- Application forms will be used at the discretion of leaders.
- Candidate to sign a Self-Disclosure Form, see section 7 Records, that they have; read and understood the policy and procedures, that they will undertake to work within the agreed safeguarding policy and procedures, and that there is no reason why they should not be working with children and young people.
- Face to face interviews conducted by relevant leaders.
- References will be taken up at the discretion of leaders.
- Standard criminal record checks (currently DBS) must be completed before anyone can work with young or vulnerable people.
- Probationary periods will be used at the discretion of leaders.
- Provide an induction programme and initial training as and when necessary.
- A leader should not be involved in the appointment decision involving a close family member. If they have to be involved then the appointment should be made as a team.

The Designated Person(s) will oversee the 'safe recruitment' procedures in partnership with the Minister and the Safeguarding Team. Not all of these roles need to be undertaken by the Designated Person(s) for Safeguarding or the Safeguarding Trustee.

4.7.2 Process for safe recruitment

- The Minister, any member of the Safeguarding team, or the leaders of youth groups will be responsible for finding new volunteers for posts in relation to young people.
- The process of finding new volunteers may be started by an announcement in a church meeting, through a notice sheet, electronically, or it might be started by a personal approach.
- Leaders of groups may identify potential volunteers but they should communicate clearly with the Safeguarding Team or any youth team so that there is a shared agreement on who to approach.
- The Designated Person(s) will be responsible for keeping and supplying application forms but they will not necessarily administer them. It may be necessary for other leaders to help volunteers with application forms.
- Face to face interviews will be conducted by individuals from the Safeguarding team or relevant youth leaders. Wherever possible, two leaders will conduct interviews.
- Interview questions may follow the model proposed by the BU and included in the index and found on the BU website.
- The Designated Person(s) will work in partnership with the interviewer/s and be informed of, or help make, appointment decisions.
- The appointment of volunteers may not need to be formally reported to, or approved by, the trustees but the Safeguarding team should be informed.
- The person interviewing will take up references (if deemed appropriate), in partnership with the safeguarding team, the designated person(s) or relevant youth leaders. If written references are not possible or desirable then phone call references will suffice.
- The responsible person for Disclosure and Barring will organise and keep relevant information. All criminal record checks must be completed and returned before a worker may take lone responsibility for children.
- The Designated Person(s), the Minister and the Safeguarding Team will be responsible for any induction programme and training in the church's Safeguarding Policy and Procedures.
- The relevant leaders, in partnership with the designated person(s) and members of the safeguarding team will carry out any reviews of appointments at the end of any probationary periods.

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4.7.3 Support for Volunteers

- Workers will be expected to undertake Refresher Safeguarding Protection training every 3 years within the context within which they are working. The Designated Person(s), the Minister and the Safeguarding team will be responsible for this. The Designated Person(s) will ensure that records are kept of dates of training days and attendees in order to support this process, with administrative support where necessary.
- All leaders and helpers should have a calling to work with children and adults at risk, which should, in turn, be recognised by the Church Leadership Team and have the agreement of existing children's leaders and helpers.
- The first priority of leaders and helpers should be their own spiritual welfare, and, therefore, they should receive teaching and be part of a worship service or life group regularly.
- All leaders and helpers should set a good example for Christ in their personal lifestyle.
- Meetings for leaders and helpers of various 'youth' groups will be held at appropriate times, for support and planning. Team work and shared planning and decision making will help ensure accountability and safeguarding of both children and adults at risk.
- Anyone may raise any concerns or suggestions regarding the ministry amongst children with any of the Safeguarding Team or Leadership Team at any time.

4.7.4 Young leaders under 18 years of age

- By law, young leaders under the age of 18 are children and cannot be treated as adult members of a team.
- Training and mentoring will be given to ensure that the young leader is helped to develop and hone skills, attitudes and experience.
- A young leader must be closely supervised by an adult leader at all times, and never given sole, or lone, responsibility for a group of children.
- As they will never be in unsupervised care they don't need a CRB. However those under 18 years old will be required to provide a reference from an unrelated adult who has known them for 2 years.
- The Designated Person(s) will ensure in partnership with leaders that appropriate references are taken up before any young leader appointment is made.
- When considering ratios of staff to children the young leader needs to be counted as a child, not a leader. The Child Protection and Adults at Risk Policy applies to a young leader just as it does to any other person.
- The permission of parents or carers needs to be sought for the young leader just as you would for any other person under 18 years of age.
- If the young leader accompanies a group on a residential activity, ideally they should have separate sleeping accommodation to both the adult leadership team and the children they are working with.
- Young Leaders should not be given leadership responsibility for a group immediately below their own age; leave a gap of at least two years.
- When a young helper reaches the age of 18 the full recruitment process will be applied.



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4.7.5 Good Practice Guidelines

The Baptist Union website provides a number of excellent guidelines to Best Practice when working within the Child Protection and Adults at Risk processes.

Where specific guidance is required for example Respecting children and young people, Electronic Communication, Discipline and Dealing with Bullying, etc the latest guidance document is to be consulted from the Baptist Union Website.

4.7.6 Risk Assessments

A generic written risk assessment will be carried out by relevant leaders at the beginning of each academic year. This will cover the general week to week regular church centered activities and the pastoral activities. A specific risk assessment will be carried out by relevant leaders for any other one off youth or adults at risk activities which may take place throughout the year.


Existing generic or specific risk assessments will be made available from the Leadership and Safeguarding Team for review and updating as appropriate by the relevant leaders. Once completed these should be copied to the Leadership Team before any activity is undertaken.

4.7.7 Ratios

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

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 15 children (preferably one of each gender) with an extra adult for every 8 additional children
13 years and over	2 adults for up to 20 children (preferably one of each gender) with an extra adult for every 10 additional children	2 adults for up to 20/30 children (preferably one of each gender) with an extra adult for every 10 additional children

This does not take into account any special circumstances such as behavioural issues,

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developmental issues, disability and so on, which may mean an increase to the recommended ratio.

In calculating the ratios of workers to children young leaders who are under the age of 18 should be counted as one of the children, not one of the leaders/helpers.

It has been agreed that for some events, such as youth café and events on the community green, the ratio may be 2 adults to 30 children and an extra adult for every 10 more children.

4.8 A safe community - When a known offender is present

The church should be a community that is welcoming and open to all. It is a place for people who have failed and for people in need. Those who have abused children or adults in the past are to be included in this welcome.

However, the gospel imperative to welcome the sinner needs to be set alongside the gospel imperative that the protection of children and adults at risk must be paramount.

Where someone attending the church is known to have abused children or adults, then whilst extending friendship to the individual, the church in its commitment to the protection of all children and adults at risk will meet with the individual and discuss boundaries that the person will be expected to keep. It may be appropriate to draw up a formal contract between the church and the person who has abused. This might also state that the abuser or alleged abuser (until such time as the allegation has been cleared or proven) must decline offers of hospitality from church members where there are children or adults at risk present in the home.

Where necessary this will include working with other agencies such as Baptist Association, Baptist Union, Probation Service and so on.

A contract would consider the following:

- Will identify the meetings the person will attend.
- Will specify that they will always sit apart from children and/or adults at risk.
- May ask that they are always accompanied by a be-friender on church premises.
- Will require the person not to attend small group meetings where children and/or adults at risk are present.
- Will require that the person declines hospitality where there are children and/or adults at risk.
- Will state that the person will never be alone with children and/or adults at risk while attending church functions.
- Will require the person to stay away from areas of the building where children and/or adults at risk meet.

Guidance will be sought on whom within the church can and should be notified if an offender joins the congregation.

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



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4.9 Health and Safety – from a child's and adults at risk point of view

The Safeguarding Designated Person(s) is designated to work in partnership with the church's Health and Safety Officer to ensure that the policy is implemented with children and adults at risk in mind.

As part of the risk assessments associated with child protection and adults at risk safeguarding, the approach will be to see the church building using 'the eyes of a child', from their height and circumstances and see what needs to be addressed.

Furniture

- Is it in a safe condition, child sized, adult at risk compatible etc?

Equipment

- Are potentially hazardous tools, cleaning fluids etc stored in a safe, locked place?

Electrical

- Do you have checks on all electrical equipment and use socket covers when they are not in use?

Lighting

- Is the building well lit internally and externally-especially around entrance points?

Windows in doors

- If there are no windows in doors, could windows be added so that activities in rooms can be seen by others in the building?

Security

- How easy would it be for a child or young person or adult at risk to leave the building during an activity without being noticed?
- How easy would it be for a stranger to get into the building during a children's or young person's or adults at risk activity without being noticed?

First Aid


- Is there a first aid box - is it kept full?
- Are there people who are trained in first aid on site?
- Do you have an accident book for record purposes?

Fire Equipment

- Is there suitable fire fighting equipment over the whole of the premises?
- Has a fire risk assessment been carried out?
- Do you carry out fire drills?
- Do all of the children's and young people's workers know how to respond to a fire alarm?

Under the church's Child Protection and Adults at Risk Safeguarding Policy every worker should be given clear information about the following:

- their individual responsibility to uphold the church's Health and Safety Policy
- how to report incidents and concerns under the church's Health and Safety Policy accidents should be reported
- what procedures should be followed in the event of a fire.

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4.10 Registration for Attendance at Church Events

To ensure that the Church has a record of all who attend Church Events, a simple electronic attendance tracking system is used to record date, time, who attended the event, what type of event, etc.. This also allows the management of unexpected attendees at events and activities to be managed in a simple controlled way.

4.11 Feedback to Church Leadership

To ensure the Church listens, reviews, and acts on any suggestions or complaints received by the church, any such communication is notified in writing to the Church Leadership where the issues are reviewed, discussed and actions agreed at the monthly Deacons Meeting. Feedback on decisions made are provided in writing to the person raising the suggestion or complaint.

5. Definitions

Physical Abuse - Actual or likely physical injury to a child, or failure to prevent physical injury to a child.

Emotional Abuse - 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.

Sexual Abuse - 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 no-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.

Neglect - Where adults fail to care for children and protect them from danger, seriously impairing health and development.

Radicalisation - The action or process of causing someone to adopt radical positions on political or social issues.

FGM - Female genital mutilation, also known as female genital cutting and female circumcision, is the ritual cutting or removal of some or all of the external female genitalia. The practice is found in Africa, Asia and the Middle East, and within communities from countries in which FGM is common.

Bullying – The act of mental or physical abuse of a person or persons

Note:

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



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6. References

Bethel Baptist Church – Health and Safety Policy

Contacts and useful web site links can be found on the Baptist Union of Great Britain Web site.

<http://www.baptist.org.uk/>

- Standard Incident forms
- Safe to Grow (2011)
- Safe to Belong (2015)
- Volunteer agreements
- Information for volunteers/job descriptions
- Application forms
- Request for References forms
- Reference forms
- Criminal record declaration forms
- Information about induction and training

Local Authority Designated
Officer

[LADO@cambridgeshire.gov
.uk](mailto:LADO@cambridgeshire.gov.uk)

Cambridgeshire Social Services [http://www.cambridgeshire.gov.uk/
info/20107/childrens_social_care](http://www.cambridgeshire.gov.uk/info/20107/childrens_social_care)

Regional Baptist Associations [http://www.baptist.org.uk/Groups/220608/
Baptist_Regional_Associations.aspx](http://www.baptist.org.uk/Groups/220608/Baptist_Regional_Associations.aspx)

The following are useful contacts (taken from the B.U web site):

National Emergency Helplines

- **NSPCC Child Protection Helpline**
0808 800 5000 (free 24 hour service)
- **Childline** (a free 24 hour helpline for children) 0800 1111

Vetting and Barring Scheme Contacts

Independent Safeguarding Authority


www.isa.gov.org

0300 123 1111

Disclosure and Barring Service

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

0870 9090 811

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Churches' Agency for Safeguarding

www.churchsafe.org.uk

020 7467 5216

General Safeguarding Advice and Guidance

Africans Unite Against Child Abuse (AFRUCA)

www.afruca.org 0844 660 8607

Unit 3D/F Leroy House, 436 Essex Road London N1 3QP

AFRUCA promotes the welfare and rights of African children in the UK. It has published a series of booklets offering safeguarding advice addressed to the African community.

Churches' Child Protection Advisory Service (CCPAS)

www.ccpas.co.uk 0845 120 4550

PO Box 113, Swanley Kent BR8 7UQ

As well as offering a full advisory service to members CCPAS has a range of resources and publications available for download and purchase.

Circles UK

www.circles-uk.org.uk 0118 950 0068

Abbey House, Abbey Square Reading RG1 3BE

Circles UK works to create Circles of Support and Accountability in which sex offenders are enabled to reintegrate responsibly into the community. Circles works in partnership with criminal justice agencies.

Kidscape

www.kidscape.org.uk 020 7730 33002

Parents helpline 08451 205204

2 Grosvenor Gardens London SW1W 0DH

Kidscape works to provide individuals and organisations with practical skills and resources to keep children safe from harm. The charity was established specifically to prevent bullying and child sexual abuse. Among other things, it provides a helpline for parents of bullied children.

NSPCC


www.nspcc.org.uk 020 7825 2500

Weston House, 42 Curtain Road London EC2A 3NH

The NSPCC offers advice and a range of resources to safeguard children and young people.

Sanctuary

www.ccpas.co.uk/sanctuary 0844 357 6573

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PO Box 8953

Chelmsford CM2 9WM

Sanctuary was an independent charity which is now a project of CCPAS and exists to help churches safely to support sexual offenders.

The Safe Network

www.safenetwork.org.uk

The Safe Network is jointly managed by NSPCC and Children England and was created as a result of the Government's Staying Safe action plan. The website provides resources to help organisations reflect on their safeguarding policies and procedures and gives access to training for not-for-profit organisations.

7. Records

The following Records and generated from the use of this procedure and its appendices.

Incident Report Form

Annual Review Report and Policy Updates

Annual Audit Report

Volunteer Application Form

Signed Volunteer Self-Disclosure Form

Paid Worker Application Form

Paid Worker Contract

Signed Paid Worker Self-Disclosure Form

Completed DBS Form

Candidate References Evidence

Generic Risk Assessments

Specific Risk Assessments

Training Attendee and Document Distribution Register

Safeguarding Team Names List

Self-Disclosure Form

Appendices

Appendix A - Radicalisation Guidance Note

Appendix B - FGM Guidance Note

Appendix C - Bullying Guidance Note



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AMENDMENT RECORD

Date	Issue	Section/Pages Affected	Brief Details	Notes
2014	1	All	First Release	
19/11/19	2	All	Edited into common format and separated from policy document. Guidelines referenced to BU Website.	
07/05/21	3	All	Added Bullying Guidance Note, new sections 4.10 and 4.11. Self – Disclosure Form added.	

Written/Edited By:	Compliance Officer	Date: 07/05/21
Checked By:	Designated Person Lead	Date: 07/05/21
Approved By:	Nominated Church Trustee	Date: 07/05/21