

# Stoneygate Baptist Church

## Safeguarding Policy - Procedures and Best Practice

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### INTRODUCTION

This safeguarding policy sets out how our safeguarding responsibilities, as outlined in our safeguarding policy statement, are to be worked out in practice. All trustees and workers need to be familiar with the procedures in this document, as part of a process of checks and training.

This policy is based on the model document produced by the Baptist Union of Great Britain, and that document remains the fullest expression of our safeguarding duties and procedures. Sections which are not currently applicable to the life and ministry of the church (eg those regarding overnight trips involving young people) have been removed, and some lengthier and/or repetitive sections (eg those outlining procedures for recognising, responding to and reporting abuse) have been condensed, in order to make the key information more easily understood, but the policy will be reviewed annually to ensure it is still fit for purpose, and the model policy must be referred to and adhered to if any circumstances arise which are not covered here.

### DEFINITIONS

'Child' refers to anyone under the age of eighteen.

'Young person' (where named separately from child) refers to anyone under the age of eighteen but over the age of eleven.

'Adult at risk' refers to any adult aged 18 years 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.

'Worker' refers to anyone who carries out a role on behalf of the church, whether paid or voluntary. 'DSP' refers to the church's Designated Safeguarding Person, as named on the policy statement.

# RECOGNISING, RESPONDING TO AND REPORTING 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 range of settings, by those known to them or by a stranger. There are many ways in which people suffer abuse. For more information and definitions, please see Appendix 1.

Everyone has their part to play in helping to safeguard children and adults at risk within the life of the church, including a duty to **RECOGNISE, RESPOND, RECORD AND REPORT** if the behaviour of a child or adult at risk gives any cause for concern, if an allegation is made in any context about a child or adult at risk being harmed, or if the behaviour of any individual towards children or adults at risk causes concern.

## Recognising abuse

Abuse may be witnessed by a third party, disclosed by a victim or perpetrator, or suspected on the grounds of (for example) unexplained injuries or changes in mood or personality.

## Responding to disclosures

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 and 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 DSP will contact them again.</li><li>• Take action – don't ignore the situation.</li><li>• Be supportive.</li><li>• Tell them that: they were right to tell you; you are taking what they have said seriously; it was not their fault; you need to pass this information on to the appropriate people</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 DSP.</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>

## Recording and reporting concerns

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

**STAGE ONE:** A hand-written record must be made of the concern using a standard incident report form (Appendix 3) and the concern must be passed on to the church DSP (or another member of the Safeguarding Team if the DSP is unavailable) within 24 hours. The written record should: be made as soon as possible after the event; be legible; include the name, date of birth and address of the child or adult at risk; include the nature of any concerns and description of any bruising or injuries that have been noticed; include an exact record of what the child or adult at risk has said, using their own words where possible; include any action taken; be signed and dated; be kept secure and confidential. Blank forms will be kept with the copy of this policy on display.

**STAGE TWO:** The report will be reviewed by the DSP with any other relevant information and a decision will be taken (often in liaison with others) as to what action should follow. See Appendix

2 for examples of possible actions. Any formal referral to the police or Social Services should normally be made within 24 hours of receiving the report. The Local Baptist Association Safeguarding Contact should be made aware of any referrals to the statutory authorities.

STAGE THREE: Support should be offered to all parties affected by any safeguarding concerns (this could be the church as a whole, but more specifically victims; alleged perpetrators; children; adults at risk; other family members; church workers; the DSP; minister; members of the leadership team).

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

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

### **When a concern is raised about an adult**

A concern about an adult should be treated in the same way as a concern about a child. It is not your role to decide whether someone has mental capacity, and is therefore able to make decisions that impact on their safety and wellbeing. Decisions on mental capacity are best made by professionals with the relevant background information to hand. Always share your concerns with the DSP even if you do not have the consent of the adult to do so – in this instance, make sure the DSP knows that the person concerned has not given consent for the information to be passed on. The DSP 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 DSP will contact the Local Authority Adult Safeguarding Team for advice.

### **Allegations made against church workers**

If you see another worker acting in ways which concerns you or might be misconstrued, speak to the DSP 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.

When an allegation of abuse has been made, do not approach the alleged perpetrator about it, but follow the usual safeguarding procedure. Once the allegation has been reported to the DSP they can liaise with the relevant statutory authority and with the regional Baptist Association Safeguarding Contact if they need further advice. 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. 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). A written record of all discussions with statutory authorities or other parties should be maintained by the DSP and stored securely and confidentially, where only those directly involved in safeguarding (DSP, Safeguarding Trustee, Minister) can access them. No information about the allegation will be shared with people in the church other than those directly involved in safeguarding, not even for prayer purposes.

The suspension of a worker following an allegation is, by definition, a neutral act. Our priority as a church is to protect children and adults at risk from possible further abuse or from being influenced in any way by the alleged perpetrator. It may be necessary, for the sake of the child / adult at risk or to satisfy the needs of an investigation, for the alleged perpetrator to worship elsewhere. In such cases the new church DSP will be informed of the reasons for this happening.

### **Allegations made against ministers**

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

### **Allegations made against the church DSP / Safeguarding Trustee**

Any safeguarding concerns involving the DSP or Safeguarding Trustee should be raised with the

Minister, they in turn should consult the local Baptist Association Safeguarding Contact. Do not tell the DSP / Safeguarding Trustee that a concern has been raised about them.

### **Abuse of Trust**

Relationships between children and adults at risk and their church workers can be described as 'relationships of trust'. The worker is someone in whom the child or adult at risk has placed a degree of trust. This may be because the worker has an educational role, is a provider of activities, or is even a significant adult friend. It is not acceptable for a church worker to form a romantic relationship with a child or adult at risk with whom they have a relationship of trust. While by no means restricted to young leaders, those who are in their early adult years will need to be particularly aware of the need not to abuse their position of trust in their relationships with other young people who are not much younger than themselves.

### **Allegations made against children and adults at risk**

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

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

When an allegation is made against a child or adult at risk, the standard safeguarding procedure should be followed. Do not immediately inform parents/carers, but seek advice from the DSP, who will speak to the police or social services about when parents/carers should be informed. The DSP 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, and it will be particularly important to ensure that there is pastoral support in place for the child or adult at risk throughout the process involved.

### **Sharing information**

Information will only be shared with those involved with safeguarding, and all records must be held securely where they are only accessible by those involved with safeguarding.

### **Pastoral care following an allegation**

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

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

### **Supporting those who have experienced abuse**

As a church, we are committed to caring for those who have experienced abuse and refer to the Baptist Union of Great Britain *Supporting Those who have Experienced Abuse* guide to ensure that we adhere to a model of best practice. We recognise it is important that those who have experienced abuse are accepted for who they are, without being made to forgive or being put into a position of feeling guilty and responsible for what happened to them; know

that God loves them unconditionally, and that nothing can or will change this truth; and 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 DSP has a list of relevant local information and contacts, and this is also displayed publicly in the church toilets.

## **SAFER RECRUITMENT**

As a church, we are committed to safer recruitment practices. When recruiting church workers, the following process will be followed:

- 1) We will develop a clear role profile, making clear when the role is subject to a DBS check;
- 2) All applicants will be asked to complete a form, detailing contact information and relevant interests and experience (plus two referees, ideally at least one professional and one personal, in the case of paid positions or where volunteers are unknown to the church);
- 3) For paid roles, shortlisting and interviewing of applicants will be carried out by at least two people, including the person directly overseeing the role being recruited for;
- 4) For volunteer roles, applicants will be invited to have an informal conversation about the nature and expectations of the role before starting;
- 5) A date for review will be agreed, so that workers can be encouraged in their roles, and offered more support or training where needed;
- 6) The above steps must be completed satisfactorily before the appointed person starts in their role.

*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.*

### **Additional checks for paid workers**

In addition to the above checks which should be completed for both paid and volunteer church workers, an applicant's UK residency status and/or right to work in the UK will be checked when recruiting for a paid role.

### **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 description and clear lines of accountability to the leadership team. Paid workers will also have an assigned supervisor whom they will meet with regularly to discuss 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. There will also be regular team meetings to review procedures, share concerns and identify other matters that may need clarification and guidance.

### **Training**

It is important that all workers understand our church's agreed safeguarding procedures and attend BUGB Excellence in Safeguarding training at least once every four years. All church workers who work with children and/or adults at risk should attend the BUGB Level 2 Excellence in Safeguarding training before they are able to work without supervision. Where a worker is successfully recruited but has not yet been able to attend the training, they should be given a copy of the Baptist Union of Great Britain's *Gateway to Level 2 Excellence in Safeguarding* booklet and asked to complete the relevant sections. Additional specialist training will also be arranged where needed, for example, in First Aid.

## **Young leaders and peer led activities**

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

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.

## **SAFER BEHAVIOUR**

The church has a code of behaviour for all those working with children and/or adults at risk so that everyone is shown the respect that is due to them:

- Treat everyone with dignity and respect.
- Use age and ability appropriate language and tone of voice. Be aware of your body language and the effect you are having on the child or adult at risk.
- Listen well to everyone, including by observing body language. Be careful not to assume you know what a child or adult at risk is thinking or feeling.
- Be aware of any physical contact you may have with a child or adult at risk and record it when necessary. For instance, if you need to administer First Aid, or give a hug to someone in distress.
- Do not make sexually suggestive comments, even in 'fun'.
- Do not scapegoat, belittle, ridicule or reject a child or adult at risk.
- Record significant incidents or concerns on a Safeguarding Incident Form (see Appendix 3). All workers who witness or respond to an incident should record details and sign and date the form.

Specific considerations when working with children:

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

No one should normally be left working alone with children, young people or adults at risk, but should instead work as part of a team. At least two people should be present before external doors are opened for an event. If there are insufficient leaders for groups:

- Internal doors should be left open.
- Consider whether you could combine groups together or rearrange planned activities.
- Reconsider whether you can run the group safely, carrying out a Risk Assessment.

If workers do find themselves on their own with children or adults at risk, they should:

- Assess the risk of sending them home, or the possibility of arranging for them to be collected.
- Phone another team member and let them know the situation.
- Train additional leaders as soon as possible.

If a child or adult at risk wants to talk on a one-to-one basis you should make sure that:

- You try to hold the conversation in a corner of a room where other people are present.
- You leave the door open if you are in a room on your own.
- Another team member knows where you are.

Consideration should be given to how many workers should be involved with the group and whether they should be male or female workers, or both. See recommended ratios under 'Best Practice Guidelines: Working With Children'. A married couple or two members of the same family should not be in sole charge of a group. The only adults allowed to participate in children's and adult at risk activities are those safely appointed and appropriately trained. The leader of the activity should be aware of any other adults who are in the building whilst the activity is running.

## **SAFER COMMUNITY**

### **Bullying**

Bullying is another form of abuse, and it can be verbal or physical. There is no legal definition of bullying, but it is usually defined as a repeated pattern of behaviour intended to cause emotional or physical harm to another person, or exert power over them. The effect of bullying on the victim can be profound, both emotionally and physically, regardless of their age, ability or status. It is important to recognise that bullying happens within churches, and anyone can be a victim or a bully.

It is important to distinguish bullying from other behaviour, such as respectfully challenging or disagreeing with someone else's beliefs or behaviours, setting reasonable expectations with regard to work deadlines and activities or taking legitimate disciplinary action, but in order to help prevent bullying, the following procedures will be adopted within the church:

- The church will teach 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, being investigated and recorded
- An attempt will be made to help bullies change their behaviour.
- Where an allegation of bullying is made against a church or group leader, advice will be sought from the local Baptist Association Safeguarding Contact as this should be addressed.
- Incidents of bullying may be reported to church and statutory authorities using the reporting procedures outlined under 'Recording and reporting concerns' above.

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

When it is known that a person who has been convicted of abuse is attending the 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 DSP will inform and take advice from the local Baptist Association Safeguarding Contact.
- There will be a discussion about who should be informed about the nature of the offence and the details of the contract.

- The rights of the offender to rebuild their life without people knowing the details of their past offence should be balanced against the need to protect others.
- The members of the church Safeguarding Team will always be informed.
- The DSP should determine whether the person is subject to supervision or is on the Sex Offenders' Register. If so, the DSP should make contact with the offender's specialist probation officer (SPO) who will inform the church of any relevant information or restrictions.

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

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

## BEST PRACTICE GUIDELINES: WORKING WITH CHILDREN

The church has 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 wellbeing of those they are working with. Whilst this section is divided into children/adults/general, some aspects of good practice will overlap.

### Ratios

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

Age range	Recommended minimum ratio for INDOOR activities	Recommended minimum ratio for OUTDOOR activities
0 – 2 years	1:3 (minimum 2)	1:3 (minimum 2)
3 years	1:4 (minimum 2)	1:4 (minimum 2)
4 – 7 years	1:8 (minimum 2)	1:6 (minimum 2)
8 – 12 years	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, disabilities and so on, which may mean an increase to the recommended ratios. In calculating ratios, young leaders under the age of 18 should be counted as children, not workers.



### **Children with special needs**

Children and young people who have a disability can be at greater risk of abuse. They will often require more help with personal care, such as washing, dressing, toileting, feeding, mobility, etc. 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 and young people with special needs and find out from them how best to assist the child or young person.

### **Visiting children or young people at home**

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

### **Responsibility for children at church activities**

Where children are accompanied by their parents/carers, they remain their responsibility. Where they are unaccompanied, they are the responsibility of the workers leading the activity.

### **Registering children at church activities**

Where children do not remain with their parents for activities, they will need to be registered in and out by a worker. Generally speaking, it is expected that children will arrive at and leave activities with a parent/carer, but if a child arrives at a church activity without a parent/carer, workers will record their visit (including name, age, medical information and emergency contact) in a register; ask the child if a parent/carer is aware of where they are, and make contact where possible; give the child a consent form and explain it needs to be filled in and brought back next time.

### **Physical contact**

- Keep everything public. Workers should never be alone and unseen with children. This includes waiting in the corridor where children need to be escorted to the toilet.
- Touch should be related to the child's needs, not the worker's.
- Touch should be age-appropriate and generally initiated by the child rather than the worker.
- Workers should avoid any physical activity that is, or may be thought to be, sexually stimulating to the adult or the child.
- Children are entitled to privacy to ensure their personal dignity.
- Children have the right to decide how much physical contact they have with others, except in exceptional circumstances such as when they need medical attention.
- When giving first aid (or applying sun cream etc), workers should encourage the child to do what they can manage themselves, but give appropriate help where necessary.

### **Safe communication**

It is not appropriate for workers to communicate directly with children (aged eleven years and younger) via email, social media or telephone. Where it may be appropriate to communicate directly with young people (aged twelve years and over), the following guidelines should be followed:

- Email should be limited to sharing generic information, eg to remind young people about meeting, and workers will ensure that they are accountable by copying each message to a designated email address, and will avoid overly informal language
- Instant messaging should be kept to an absolute minimum, and records of any conversations should be kept
- Mobile phones use should primarily be for the purposes of information sharing, messages should use clear language rather than textspeak, and workers should keep a log of significant conversations/texts
- If workers wish to communicate via social media, this should be via a designated account separate from their personal account, and all communication should be public
- Young people have a right to decide whether they want a worker to have their contact details and should not be pressurised otherwise

- On the general consent form, parents/carers must sign to agree that the young person can receive such communications
- Workers and young people alike should be aware of these protocols that workers follow in relation to communications

### **Taking videos and photographs of children**

Under Data Protection legislation, churches must be very careful if they use still or moving images of clearly identifiable people. There are several issues to be aware of:

- Permission must be obtained, via the consent form, of all children who will appear in a photograph or video before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, this is regarded as a public area and permission from a crowd is not necessary.
- Many uses of photographs are not covered by the Data Protection Act 1998, including all photographs and video recordings 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 contact details.
- When using photographs of children and young people, it is preferable to use group pictures.

## **BEST PRACTICE GUIDELINES: WORKING WITH ADULTS AT RISK**

### **Premises**

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

### **Language**

Every effort will be taken to use appropriate language and suitable vocabulary, enabling the greatest level of inclusivity and accessibility. We will be mindful of the language used within worship and the language used to describe people.

### **Worship**

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

- Ensuring speakers face the congregation and use amplification, for those relying on lipreading or the hearing loop.
- 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

### **Insurance**

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

### **Financial integrity**

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

- Those who work with adults at risk may become involved in some aspects of personal finance - collecting pensions or benefits, shopping or banking, etc. If handling money for someone else, always obtain receipts or other evidence of what has been done.
- Workers should not seek personal financial gain from their position beyond any salary or recognised allowances or expenses.
- Workers should not be influenced by offers of money.

- Any gifts received should be reported to the church trustees, who should decide whether or not the gift can be accepted.
- Any money received by the church should be handled by two unrelated church workers.
- Care should be taken not to canvass for church donations from those adults who may be at risk, such as the recently bereaved.
- Workers should ensure that church and personal finances are kept apart to avoid any conflict of interest.
- If someone alters their will in favour of an individual known to them because of their church work or pastoral relationship, it should be reported to the trustees. Workers should not act as Executors for someone they know through their work or pastoral role, as this may lead to a conflict of interests.
- Expert legal advice should be sought on matters such as Power of Attorney and Appointeeship to ensure that the situation is clearly understood and is the most appropriate course of action for the adult at risk.

### **Photographs**

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.

### **Record keeping**

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

### **Pastoral relationships**

All those involved in pastoral ministry should work in a way that sets out 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 a special relationship, should be avoided.
- Workers should be aware of the dangers of dependency.
- 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.

## **BEST PRACTICE GUIDELINES: GENERAL**

### **Data and consent forms**

It is essential that we have important information about children and young people involved in activities at the church. This may include allergies and additional needs, as well as consent for first aid and contact details for a parent/carer if they are unaccompanied. Similar details will be gathered for adults at risk, where they are deemed not have capacity to provide information and consent for themselves. All data will be held in accordance with GDPR regulations.

### **Health and safety**

All activities for children, young people and adults at risk will comply with the church's current health and safety policy. Whenever possible, at all events involving food preparation, at least

one worker will hold a valid Basic Food Hygiene Certificate. Buildings being used for children's and adult at risk groups will be properly maintained, and an annual health and safety review will consider all aspects of safety for everyone involved in using the premises.

### **Fire**

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

### **First aid**

The church has two first aid kits, both of which will be maintained regularly. These are accompanied by a sign naming the trained first aider/s, as well as accident forms which must be completed for each incident. All church groups will ensure that they have sufficient trained first aiders on their regular team so that there is always a first aider present at events and activities.

### **Registers**

Where appropriate, a register will be kept for activities, so that it is clear who is on the premises.

### **Food hygiene**

In accordance with the Food Safety (General Food Hygiene) Regulations 1995, those with responsibility for food will need to possess the Basic Food Hygiene Certificate and be aware of food safety (preparation, handling and storage, disposal of waste, etc).

### **Risk assessment**

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

### **Hiring of church premises**

The responsible adult for activities run by groups hiring the church will be made aware of this safeguarding policy. Outside groups working with children and adults at risk will be expected to have their own safeguarding policy.

### **Use of online platforms**

The use of online platforms must be subject to relevant safeguards. For example, if Zoom meetings are made public, full use will be made of safety features, including but not limited to enabling the waiting room and blocking participants from screen sharing.

## **USEFUL CONTACTS**

### **Police**

Contact 101, or 999 in an emergency

### **Local Authority Designated Officer (LADO)**

0116 454 2440

Lado-allegations-referrals@leicester.gov.uk

### **Adult Social Services**

0116 305 0004

### **Children's Social Services**

0116 454 1004

### **Local Baptist Association Safeguarding Contacts**

see [embaptists.co.uk/information/safeguarding](http://embaptists.co.uk/information/safeguarding) for the most up to date contact details (a copy of this information will also be displayed publicly alongside this policy)

## APPENDIX 1: DEFINITIONS OF 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	
<i>Physical</i>	The inflicting on pain, physical injury or suffering, or the failure to prevent the occurrence of the same.
<i>Verbal</i>	The use of language to cause emotional harm. This may include mocking or forcefully criticising another person, making hurtful comments about their character or appearance, or using discriminatory language.
<i>Sexual</i>	Forcing or enticing a child to take part in any sexual activity, whether or not they are aware of what is happening. This includes non-contact activities, such as involving children in the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Also any non-consenting sexual act or behaviour with another adult. 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>	A person's care needs are not met, putting them in danger and seriously impairing health and development. Neglect can be deliberate or can occur as a result of not understanding what someone's needs are.
<i>Emotional abuse / coercive control</i>	Emotional abuse is the use of threats, fear, humiliation and intimidation, in order to harm, punish or frighten. Coercive control is a pattern of such behaviour, further intended to control a person by isolating them from support, exploiting them and regulating their everyday behaviour.
<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>	Any threatening behaviour, violence or abuse between adults who are or have been in a relationship, or between family members. It can affect anybody regardless of their age, gender, sexuality or social status. Domestic abuse can be physical, sexual or psychological, and whatever form it takes, it is rarely a one-off incident. Usually there is a pattern of abusive and controlling behaviour where an abuser seeks to exert power over their family member or partner.
<i>Cyber Abuse</i>	The use of information technology (email, mobile phones, websites, social media, instant messaging, chatrooms, etc.) to repeatedly harm or harass other people in a deliberate manner.

<i>Self-harm</i>	Self-Harm is the intentional damage or injury to a person's own body. It is used as a way of coping with or expressing overwhelming emotional distress. An individual may also be neglecting themselves, which can result in harm to themselves.
<i>Mate crime</i>	'Mate crime' is when people (particularly those with learning disabilities) are befriended by members of the community, who go on to exploit and take advantage of them.
<i>Modern Slavery</i>	Modern slavery is the practice of treating people as property; it includes bonded labour, child labour, sex slavery and trafficking. It is illegal in every country of the world.
<i>Human Trafficking</i>	Human trafficking is when people are bought and sold for financial gain and/or abuse. Men, women and children can be trafficked, both within their own countries and over international borders. The traffickers will trick, coerce, lure or force these vulnerable individuals into sexual exploitation, forced labour, street crime, domestic servitude or even the sale of organs and human sacrifice.
<i>Radicalisation</i>	The process by which a person comes to support terrorism and extremist ideologies associated with terrorist group.
<i>Honour / Forced Marriage</i>	An honour marriage / forced marriage is when one or both of the spouses do not, or cannot, consent to the marriage. There may be physical, psychological, financial, sexual and emotional pressure exerted in order to make the marriage go ahead. The motivation may include the desire to control unwanted behaviour or sexuality.
<i>Female Genital Mutilation</i>	Female genital mutilation (FGM) comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons as defined by the World Health Organisation (WHO). FGM is a cultural practice common around the world and is largely performed on girls aged between 10 and 18. Performing acts of FGM is illegal in the UK as is arranging for a child to travel abroad for FGM to be carried out.
<i>Historic Abuse</i>	Historic abuse is the term used to describe disclosures of abuse that were perpetrated in the past. Many people who have experienced abuse don't tell anyone what happened until years later, with around one third of people abused in childhood waiting until adulthood before they share their experience.

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

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

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

## **APPENDIX 2: DETAILED GUIDANCE ON REPORTING REQUIREMENTS**

### **STAGE 1 – THE WORKER**

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

Concerns should be passed on to the DSP within 24 hours of the concern being raised. If anyone is considered to be in imminent danger of harm, a report should be made immediately to the police by calling 999. If such a report is made without reference to the DSP, they should be informed as soon as possible afterwards. A written record using the standard incident report form should be made as soon as possible after a child or adult at risk tells you about harmful behaviour, or an incident takes place that gives cause for concern.

#### **The record should:**

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

If concerns arise in the context of children's or adult at risk work, the worker who has the concern may in the first instance wish to talk it through with their group leader, where appropriate. However, such conversations should not delay concerns being passed on to the DSP. It should be clear that the duty remains with the worker to record and pass on their concerns to the DSP. 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 DSP, who will have greater expertise in dealing with the issue at hand. If a concern is brought to the attention of a group leader by one of the workers, the leader should remind the worker of their duty to record and report, and will also themselves have a duty to pass on the concern to the DSP.

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

The duty of the DSP 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 DSP:

- 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 DSP will decide who the report should be referred on to, working in conjunction with the church Safeguarding Team where appropriate, and taking advice and support from the agencies listed under 'Useful Contacts'. 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, 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 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 church duties until the incident has been investigated by statutory authorities. It may also be appropriate to put a Safeguarding Contract in place; this should be discussed with the local Baptist Association Safeguarding Contact.*
- Whenever a formal referral is made to the police, Social Services or LADO, the DSP should report the referral to: the Safeguarding Trustee; the minister; the local Baptist Association Safeguarding Contact.

A record should be kept of all safeguarding incidents and should be considered in the annual review of the church's safeguarding policy. All original reports should be retained safely and securely (paper copies will be held in a locked filing cabinet in the church vestry) and a record should be made of the actions taken.

## **STAGE 3 – THE NEXT STEPS**

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

### **The duty to SUPPORT**

Once concerns, suspicions and disclosures of abuse have been addressed, the church continues to have a responsibility to offer support to all those who have been affected, including: Victims; Alleged perpetrators; Children; Adults at risk; Other family members; Church workers; Church Safeguarding Team; Minister; Leadership Team.

### **The duty to REPORT**

If a church worker has been accused of causing harm to children, young people or adults at risk this would be classed as a serious incident that should be reported to the Charity Commission by those churches that are registered with the Charity Commission. If a worker has been removed from their post or would have been removed from their post because of the risk of harm that they pose to children, young people or adults at risk, there is also a statutory duty to report the incident to the Disclosure and Barring Service (DBS).



## APPENDIX 3: SAFEGUARDING INCIDENT FORM

*This form should be completed and returned to the Designated Person for Safeguarding*

Name of church / organisation	
Contact details of church / organisation	

Name of DSP	
Contact details of DSP	

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

### INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number / Email address	

### THE INCIDENT

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

When did it happen? (date, time)

Where did it happen? (specific location)

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

## ACTIONS TAKEN

Has action been taken?

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

Have the carers or parents / guardians been informed? If so, when and by whom?

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

Have the statutory authorities been informed? If so, please complete the table:

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

Authority					
Name					
Position					
Email contact					
Phone contact					
Contacted by					
Date & time of contact					

Has the Local Association been informed? *(Please do so if the statutory authorities are involved)*  
If so, when and by whom?

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

Any other action taken:

## FUTURE ACTION TO BE TAKEN

What action needs to be taken?

Who is responsible for this?

## SIGNATURES

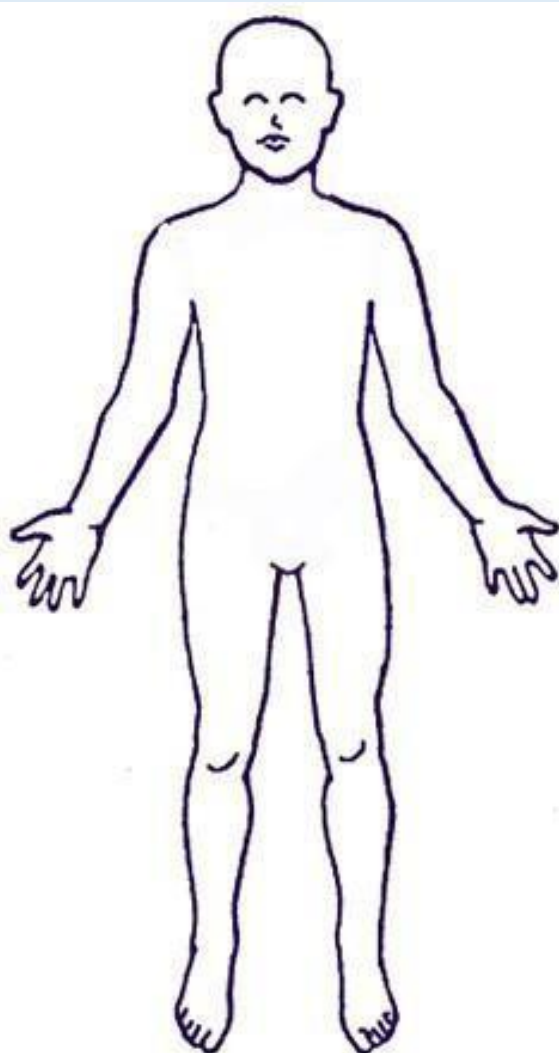
Signature of Designated Safeguarding Person		Signature of minister, or church Safeguarding Team member	
Date & time		Date & time	

## BODY MAP

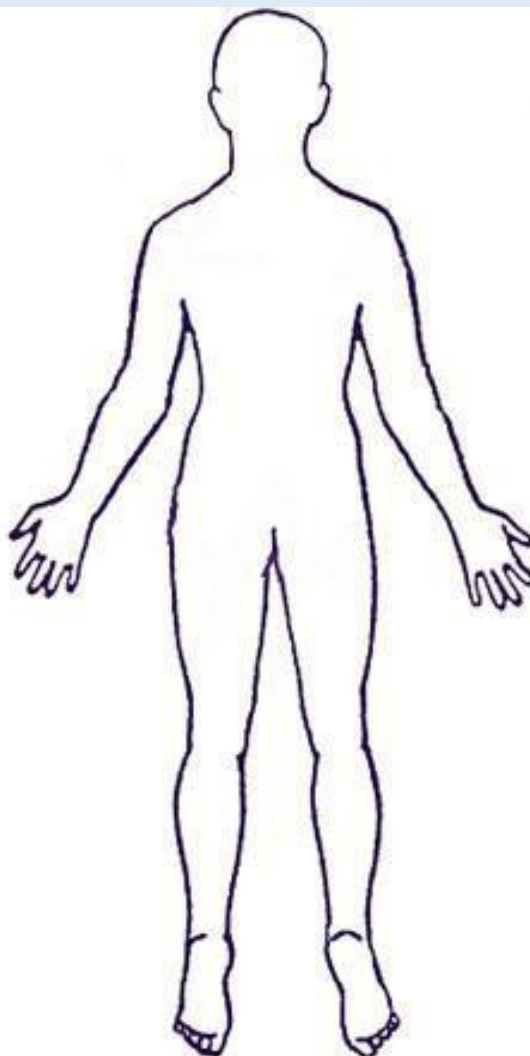
Name of Individual of Concern \_\_\_\_\_

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

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



Front



Back

Signature \_\_\_\_\_

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