



Totterdown Baptist Church

Safeguarding Procedures

A: Prevention and Reporting of Abuse

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

All of the following will be discussed in greater detail during child protection training, which will be offered to new workers at least yearly and workers will be asked to review this training every 3 years.

Types of signs and symptoms:

- Unexplained injuries.
- Injuries on parts of the body not usually prone to injury.
- An injury that has not been treated.
- An injury for which the explanation seems inconsistent.
- Changes in behaviour and mood.
- Inappropriate sexual awareness.
- Signs of neglect.

Ways that harm may be discovered:

- Children and young people may share a concern.
- A child's behaviour, physical appearance, developmental progress and emotional demeanour may indicate abuse or neglect.
- Sudden changes in behaviour.
- There may be a history of concern, noted over a number of occasions.
- The way an adult behaves around children and young people or awareness they themselves are experiencing difficulties e.g. domestic abuse.

The church's designated person and ways they can be contacted must be available to children and young people, e.g. on notice boards. People working with young people and children must also be

aware and report any concerns immediately to the designated person. The knowledge of who the designated person is must be checked during first interviews and all reviews of volunteers and staff.

If a child expresses a concern it is important to listen. The following steps must be observed.

- Create a safe environment to allow concerns to be shared.
- React calmly.
- Listen carefully.
- Allow time.
- Don't ask more questions that needed to establish whether there is cause for concern.
- Ask open questions.
- When the person disclosing has finished explain the matter will have to be referred.
- Take seriously the concerns.
- Reassure the person disclosing.
- Assure they are not to blame.
- Help them to understand what is going to happen next.
- **Do not promise that you will keep the information confidential.**
- Be aware they may be frightened of the consequences of disclosure.
- Be aware they may have loyalty to the person concerned and may find it difficult to say things to their detriment.
- Make notes as soon as possible afterwards, using the child's language and recording any questions that you asked to prompt response.

What to do if abuse is suspected or disclosed:

If the behaviour of a child or young person causes concern, or an allegation is made in any context about a child or young person being harmed or if the behaviour of any adult causes concern

- DO NOT DISMISS CONCERNS.
- Do not confront the adult (unless a colleague sees below for further explanations.)
- Do not take responsibility for deciding whether abuse is taking place.
- Do not investigate.
- Do not act alone.
- Do not take sole responsibility.
- Do follow church procedures.

11.8 Recommended procedures for responding to concerns

STAGE 1

A worker has a concern about the welfare of a child/young person 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 a child is in imminent danger of harm a referral should be made to the police or Social Services without delay.

STAGE 2

The Designated Person receives the report of concern

The Designated Person 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) as to what action should follow. Any formal referral to Social Services should normally be made within 24 hours of receiving the report.

If a child is in imminent danger of harm a referral should be made to the police or Social Services without delay.

STAGE 3

After the decision has been made as to what action should be taken

The Designated Person, the Safeguarding Trustee/Deacon 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 Association, the Independent Safeguarding Authority or the Charity Commission.

The duty to record.

A written record must ...

- Be made as soon as possible.
- Be legible and state the facts. (If handwritten and then typed, original notes to be retained.)
- Include child's full name, address, and date of birth/age.
- Include nature of concern.
- Include a description of any physical symptoms that have been observed or changes in behaviour.
- Include an exact record of the child's words.
- Include what was said by the person who had the disclosure made to.
- Include any action taken.
- Be signed and dated.
- Be kept secure and confidential, only available to designated person, the church minister (if appropriate), relevant professional agencies.

The duty to report.

- Any concerns must be taken to designated person within 24 hours.
- **If a child or young person is considered to be in imminent danger of harm a report should be made immediately to the police or social services.**

The duty to review:

The designated person ...

- Should take into account their experience and expertise in assessing risk.
- Must take into account other reports that may have been received about the same child, family or adult.
- May speak with others within the church with relevant information.
- May consult with their Regional Minister to seek guidance from their Association.
- May seek advice from their local social services, police or CPAS.

The duty to refer:

The designated person may ...

- Refer back to the worker who made the initial report to ask for additional observation.
- Refer the concern to others who work with the child for additional observations.
- Speak to the adult about whom the concern has been raised. (Unless there is a possibility of sexual abuse or serious physical harm, in which case the concerns should be referred to the police or social services.)
- Make a formal referral to the local police or social services department.
- Report the referral (if one has been made) to the safeguarding deacon.
- Report the referral to the minister (unless the concern is about the minister.)
- If there are allegations against a worker (paid or unpaid) it is the delegated person's legal responsibility to inform LADO (Local authority Designated Officer) and ensure the Charity commission is informed.
- For up to date phone numbers, see Appendix A.

A written record of all action needs to be kept by the designated person.

The duty to support:

All persons involved in any concerns (including their family) are entitled to be supported by the church family.

Responding to concerns of fellow workers:

- If inappropriate behaviour is observed, (this is low level behaviour eg shouting at children, NOT possible abuse.) it is the duty of the line manager of that person to discuss this behaviour with the colleague (unless it is of such a nature that a referral needs to be made.) The response of the worker must be assessed and further behaviour monitored. If the inappropriate behaviour continues, it must be reported to the designated person.

When the concerns involve the designated person.

It is recommended that in Totterdown Baptist Church there are always 2 designated persons (one of whom could be the safeguarding deacon) so concerns can always be reported to one or the other designated person.

Self-harming

For advice on dealing with children who have admitted or suspected of self-harming, refer to www.selfharm.org

Female Genital Mutilation (FGM)

Female circumcision is illegal in the UK and it is an offence to take UK nationals abroad to aid, abet or carry out FGM. All agencies have a statutory responsibility to safeguard children from being abused through FGM. If you are concerned that a girl is at risk of FGM this is a child protection issue and must be documented and reported to Social Care and or the police.

Some warning signs that **MAY** indicate a girl is at risk of FGM include:

- Parents requesting an extended leave from school on top of school holidays
- If a girl comes from a country that has high prevalence of FGM
- Mother and other siblings have already undergone FGM
- Child may indicate that they are going for a special event

For more information on this topic, see the online South West Child Protection Procedures or the contact the NSPCC. Contact details in Appendix A

What to do if you are worried a child or vulnerable adult is being abused

See flow chart in Appendix B.

B: Safe Recruitment, Support and Supervision of Workers.

Appointing volunteers:

- Write a role description.
- Ask volunteer to fill in application form.
- Conduct a face to face interview.
- Take up references.
- Check the candidate's criminal record.
- Appoint for a probationary period.
- Get the candidate to sign a form agreeing to work within the safeguarding policy and procedures.
- Provide an induction programme and training.

Responsibilities:

- It is up to the leader of the group to find a volunteer, possibly by advertising or by word of mouth. Other people may suggest potential people, but the leader makes the decision after the above procedures have been carried out. It is the leader's responsibility to write a job description and hand out application forms.
- It is the designated person's responsibility to collect and process application forms and complete the application process, including taking up references and applying for a DBS check.
- For volunteer posts, the designated person can make the final decision as to whether the applicant can be appointed. For a paid post, the appointment must be ratified by the deacons.
- It is the designated person's responsibility to ensure a review is undertaken after the probationary period, but this can be undertaken by the group leader. However, the designated person must retain the review forms.

Role description:

- Aims of the group.
- A summary of the responsibilities.
- Time commitment anticipated.
- Who the person is accountable to
- Who the person is responsible to.
- A statement saying a DBS will be applied for.,
- A statement giving an expectation that all work will be carried out within the church safeguarding policy and procedures.

Application form:

This must include:

- A full history of work with children, with dates (paid or voluntary-this can be summarised if appropriate e.g. if a teacher in several schools, the LEA can be given instead.)
- If for a position involving Christian teaching, a full history of church involvement with dates. If for a position not involving Christian teaching, an agreement to be sympathetic to the church's values and beliefs whilst in the volunteer role and an agreement to work within the church's moral code will be included. (Any queries will need to be discussed with the group leader.)
- Reasons why the candidate wishes to work with children/young people.
- A statement of the gifts and qualities the candidates think they will bring to the role.

- Agreed declaration there is nothing in the candidate's past that will call into question their suitability to work with children/young people.
- Names and contact details of 2 references.
- A statement about the church's safeguarding policy and the need to apply for an enhanced DBS disclosure.

The interview:

- For a volunteer role should be face to face with at least the 2 designated persons or one designated person and 1 other person approved to conduct an interview (e.g. a deacon or group leader.)
- For a paid role an interview panel needs to be appointed which must be approved by the deacons. If appointed a contract of employment must be issued.
- Questions should be: the candidates gifts and experiences; past experiences of working with children/young people; the experience of the relevant age group; their reasons for volunteering; anything from their application form that gives rise for concern; their right to work in the UK (paid appointments only.); their awareness of the important of safeguarding policies and practice; an opportunity to assess training needs; to allow any questions from the candidate.

After appointment for a probationary period:

- The group leader must institute an induction process and informally monitor the volunteer.
- The designated person must ensure they are invited to attend the church safeguarding training. (If they are unable to attend the church's training, proof they have attended alternative appropriate training could be accepted. If this is not forthcoming a brief one to one session must be offered before or after a session in which they are volunteering. Failure to attend may mean that they are asked to cease volunteering until training has been completed.) Church safeguarding must take place at least once a year, more than this, should the need arise. Volunteers should be invited to repeat the training after 3 years. It is the responsibility of the designated person to monitor this.
- A formal review must be undertaken between 3-6 months (depending on the frequency of volunteering.)

Appointment of young leaders 16-18 years

- They must be closely supervised by an adult leader.
- When considering ratios of staff to young people, they must be included as a child.
- The safeguarding policy applies to them as well.
- The permission of parent/carers must be sought.
- If there is a residential trip, they should ideally have separated sleeping accommodation for both the adults and children.
- The same application process will be carried out as for an adult, including applying for a DBS check. If the young leader is a member of the church family and has grown up in the church (or a known church), references may not need to be sought. However, a young leader outside the church family will need to have references taken from their employer or education establishment or past church.

Young leaders under 16 years of age:

- These will only be appointed if they are already part of the group they are to assist at.
- They must be closely supervised by an adult leader.

- When considering ratios of staff to young people, they must be included as a child.
- The safeguarding policy applies to them as well.
- The permission of parent/carers must be sought.
- If there is a residential trip, they should ideally have separated sleeping accommodation to both the adults and children.
- As they are part of the peer group, they don't need to go through the formal application process, but it is the responsibility of the group leader to monitor their activities.

Electronic communication:

- Social networking sites – a group page can be set up and all communication can be done through this. No leader must become a friend of a child/young person except through this group page. All posts must be public and the group leader is responsible to ensuring the appropriateness of posts etc. Any inappropriate use of the designated site by the young people will be discussed with them and if necessary their parent/carers. If there is any further inappropriate use the designated person must be informed and a formal process agreed to deal with the young person abusing the system.
- The designated persons must be a part of this group. Children/young people joining the group must have the written permission of the parent/carer. Should a parent/carer wish to join the group, they must seek the permission of the group leader who can refer the matter to the designated person if they have concerns.
- Mobile phones – there should be a designated mobile phone for a group. No private numbers of leaders must be given out. Numbers of young people must only be stored on the designated phone with the written permission of the parent/carer. Parent/carers can have their numbers added with their permission. Informal texting/calls from the young people to the leader must be discouraged. No informal texting/calls must be made by the leaders. Phones only to be used for information. Any inappropriate use of the designated phone by the young people will be discussed with them and if necessary their parent/carers. If there is any further inappropriate use the designated person must be informed and a formal process agreed to deal with the young person abusing the system.
- E-mails – a group e mail address could be set up, no private addresses of leaders must be given out. The designated person must be able to assess the email address by knowing the password. Children/young people wanting their address included must have the written permission of the parent/carers. Parent/carers can have their addresses added with their permission. The email is only to be used to give out/receive information. Any inappropriate use of the designated email by the young people will be discussed with them and if necessary their parent/carers. If there is any further inappropriate use the designated person must be informed and a formal process agreed to deal with the young person abusing the system.
- Instant messaging sites – those linked with social networking sites and email should not be used by the leaders. If a young person chooses to use them to message the leader it should be discouraged and alternative methods of communication offered. No other instant messaging sites should be used.
- If a young person chooses to use electronic communication to disclose abuse, significant conversations should be saved and a log kept of when they communicated and who was involved.
- Any inappropriate use of the designated phone by the young people will be discussed with them and if necessary their parent/carers. If there is any further inappropriate use the designated person must be informed and a formal process agreed to deal with the young person abusing the system.

- Permission for any inclusion in electronic communication should be renewed annually using a form given to parent/carers to include updating contract details etc. and a tick box list for electronic communication permission.

Supervision of workers:

- Any worker who has not been issued with a church DBS (but has been asked to step in for an emergency cover) **MUST NOT BE LEFT ALONE WITH THE YOUNG PEOPLE.**
- The group leader is responsible for monitoring the leaders and ensuring safe practice is observed at all times.

Codes for behaviour:

- Treat all children and young people with respect and dignity.
- Use age appropriate language and tone of voice. Be aware of your body language.
- Listen to children and young people. Do not assume you know what they are thinking or feeling.
- Do not invade the privacy of children and young people when they are using the toilet or showering (unless they are under 5 and need help and the parent/carer has given permission to do so.)
- Do not become involved in rough games involving physical contact with a leader and young person, this includes excessive tickling. Any adult who is not a leader, who is observed playing such games, must have the safeguarding policy and procedure pointed out to them.
- Do not become involved in sexually provocative games.
- Do not make sexually suggestive comments, even in fun, in the hearing of a child or young person.
- Do not scapegoat, belittle, ridicule or reject a child or young person.
- When necessary to control and discipline children and young person no physical punishment should be used. Restraining must **ONLY** be used as a last resort to prevent serious harm to the young person or to a third person. ALL these incidents must be logged and reported to the designated person.
- If a child has soiled themselves their parent/carer should be called. If they cannot be contacted then a second adult must be present if changing is necessary.
- Do not encourage or respond to excessive attention-seeking that is overtly sexual or physical in nature.
- Workers should aim not be alone with children – if this arises unintentionally, try to move the children to where another adult is within earshot and preferable eyesight.

Guidelines to avoid being alone with children and young children:

- All work is planned by the group leader taking into account numbers of leaders and children/young people and the location activities are taking place.
- If there are insufficient leaders to cover all areas of the church, then these minimum suggestions may be used. 1 leader in the parlour and 1 in the Jarman Hall with the door between these rooms open. 1 leader in tuck shop area and 1 in the salt cellar. 1 leader floating. 1 leader in the junior upper room and 1 leader in the infant upper room, both doors open. 1 leader in the vestibule during the church service in view of the preacher/leader. There need to be 2 leaders in the downstairs room (off the salt cellar) unless there is a leader in the salt cellar and the door is left open. (This could be 1 adult leader and 1 leader 16-18 years). These guidelines are irrespective of how many children or young people there are – if there are more young

people/children than the ratios below, more leaders are needed. If there are not enough leaders to cover the areas planned to be used, then parts of the building needs to be closed off and children/young people restricted to areas that can be covered. (These can be changed throughout the meetings.)

- If only 1 leader is available for secondary aged children and the group involved is small (6 or less) the group could meet in a public place e.g. a coffee bar, with the permission of the parent/carers. The group leader needs to be at the meeting place and the young people to make their own arrangements for getting there and back.
- Before any children/young people are admitted, there need to be at least 2 leaders present in the room they come into. Until there are more leaders, the children/young people must be restricted to this room.
- A worker should never invite a child/young person to their home alone. Should a meeting be proposed to take place in a home, it must be cleared with the designated person, who has the responsibility to ensure safe practice is carried out.
- If despite planning a leader is left alone with children/young people they must assess the risk of staying alone with them or sending them home (if they feel it is safer to stay with them, they must make all efforts to contact parents/carers or other safe adults to assist them.) The designated person must be informed of the situation as soon as possible. A written report must also be submitted to the designated person and steps taken to prevent such a situation occurring again.
- If a child or young person asks to speak to a leader alone, the leader can insist on another adult being present if they feel vulnerable in the situation. If they feel the conversation can take place, then this should occur in a quiet corner of a room where others are present but there is sufficient privacy or in some cases in a room with the door open. Another adult must be present in the vicinity and the child/young person must be aware of this. This adult must know this conversation is to take place. There should be an agreed time limit for the conversation and this should be stuck to. A second appointment can be set up if necessary.
- **No leader should invite a child/young person to their home alone or visit them at their home if they know they will be alone.**
- Any formal one to one work must be approved by the designated person who is responsible for assuring safe practice is occurring. A log sheet must be kept of all one to one sessions. It is the designated person responsibility to monitor these meetings. All meetings can be kept confidential in their subject matter EXCEPT when issues of abuse are raised. These meetings can take place within the church building whilst a group is meeting, or if this is not appropriate in a public place e.g. a coffee shop.
- If a child needs to be accompanied to the toilet by a non-family member, a checked adult will inform another member of the team that they are doing so, and then can accompany them to the toilet. They are then to remain outside the toilet until the child has finished, when they can accompany the child back to the relevant room. Under normal circumstances, no member of the team will change a nappy or enter the toilet whilst a child is in it. If a child needs help, parents/carers must be sought. In exceptional cases, if the child needs help, eg if they have soiled themselves, the adult can adult enter the toilet, but must leave the door ajar.

Transporting children and young people:

- If possible 2 adults per car. If this is not possible the front passenger seat should not be used unless all other seats are filled.
- Parental/carer permission must be gained in writing and they need to be informed of the times involved. Contact details of those being transported need to be taken with them.
- If a regular trip is made with several children, where possible it is best if a different route is used each time so the last person to be dropped off is different. The last person to be dropped off should be in the back of the car.

- No long conversations should take place in the car while it is parked.
- Leaders should avoid being alone in a car with a child or young person who is particularly vulnerable.

Appropriate physical contact:

- Some physical contact is inevitable and beneficial but it must be asked for whose benefit it is taken place – it should always be for the child/young person’s benefit, not the leader’s.
- There should always be another adult present when any form of physical contact takes place.
- Physical contact can be used to show concern but must be in such a way so as it is not misconstrued e.g. an arm around the shoulder is better than a chest to chest hug.
- The body language of the child/young person must be monitored, if they appear uncomfortable all physical contact should stop.
- All physical contact should ideally be initiated by the child/young person e.g. a hug, but this is not to be prolonged.
- Leaders should be prepared to be accountable for their use of touch and physical contact and should listen and respond to others if it is felt boundaries are being crossed. If they do not respond then the designated person must be informed.

Abuse of trust:

- Be aware of the balance of power between a leader and a child/young person. What is appropriate outside a leadership situation is not appropriate within it.
- No sexual/romantic relationships of the leaders with any member of the group are permitted, even if they are over 16.

D: Safe Practice and Safe Premises.

NB Not all procedures are applicable to every group. It is the responsibility of each group leader to formulate a specific set of procedures for their activities.

Procedures to promote safe practice:

To ensure a safe environment, all workers need to work as a team, monitoring each other and reporting any concerns of other team members.

- Up to date contact details need to be readily available in case of emergencies, these need to be checked annually.
- Key information about the child/young person needs to be logged (e.g. medical conditions that could impact whilst at an activity.)
- Parents/carers need to be kept informed and made aware of the church’s safeguarding policy.
- All children/young people need to be registered, for members, this needs to include full name, address, date of birth, emergency contact details, medical conditions, behavioural issues, permission for emergency medical treatment. For guests this needs to be full name and

emergency contact details (this could be the contact details of the child who brought them if they cannot give their own details.)

- Permission is needed to allow young people to travel independently to the school/park during the summer term. All parent/carers need to be aware there are 2 sites for youth club in the summer term.
- Permission is needed for any form of electronic communication.
- Written permission is needed for taking and storage of photographic images. Extra written permission must be obtained for any publication of these images either in newspapers or on a church website.
- Extra permission is needed for any exceptional activities.
- Children under 11 need to have written parental guidelines as to who is allowed to pick them up.
- Parent /carers need to be given the name and contact details of the group leader, outline details of the group, that the church has a safeguarding policy, and the name and contact details of the designated person.
- The group leader is responsible for collecting contact details and issuing information to parents/carers. All personal information must be stored in accordance with the church's procedures and data protection legislation.
- Records of children/young people who have stopped attending need to be deleted (immediately if the group leader is informed of this, or when they have formally lost their place, or annually.)
- Log books must be kept, one per activity. This includes a register of children and adults attending, any significant events (eg a fight) and action taken. Notes of any concerns eg bruising, throwaway sexual comments about workers or accusations of assault/inappropriate behaviour.. Ensure any sensitive information is not entered into log books, but in a separate confidential file.

Church's health and safety policy and young people/children:

- The church's health and safety policy should be child appropriate.
- Risk assessments must be carried out for all activities (regular and occasional). It is the group leaders responsibility to complete these and the designated health and safety person to monitor the assessments. This includes transporting children and use of electronic communication.
- Ratios – (see below for minimum church requirements depending on rooms used.)

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

- The ratios may need to be increased if there are children with special needs attending the activity.
- Emergency cover should be planned.
- Gender balance should be considered: ideally both male and female leaders should be present.
- A first aid kit needs to be available and a first aider (save a life) needs to be on the premises at all times. Accident reports must be filled out for all incidents involving first aid. Incident reports need to be filled out for all other incidents. Accident forms are hanging on a hook by the first aid kit in the kitchen. Filled forms are to be placed in the envelopes provided, addressed to the Health and Safety officer and left in the pigeon holes by the vestry or pushed under the vestry door.

One off situations:

- If there is a known shortage of staff for a particular meeting the group leader must assess if it is safe to continue – possibly by reducing rooms used, or changing the activities planned. If necessary the event should be cancelled, all relevant people informed (parent/carers, children/young people), a notice placed outside the building and the line manager informed.
- If an expected leader fails to turn up, the group leader must assess whether it is safer to continue with less leaders or send children/young people home. A report detailing the decision made and the reasons must be given to their line manager.

On-going staff shortages:

- If there are not enough leaders to keep an activity running, the Deacons must discuss whether the activity should continue. At the same time steps should be taken to appoint more leaders. Emergency leaders for a one off meeting can be used, but they must not be left unsupervised. However, this is only ever to be regarded as emergency cover and the church's appointment procedure needs to be instigated as soon as possible.

Overnight trips:

- Written parental consent must be gained.
- A risk assessment must be made.
- Consideration must be given to adequate sleeping arrangements – male and female sleep separately.
- If a mixed group of boys and girls there must be a mix of male and female leaders.
- Is it wise for leaders to sleep with the group or not? – this will depend on the particular mix of the group and must be discussed with the designated person.
- There must be at least one first aider.
- Anyone responsible for food preparation should hold a food and hygiene certificate.
- Insurance cover should be checked and amended if necessary.
- The building should be examined for stopcocks/fuse box/emergency equipment/fire exits etc.
- Areas used for sleeping needs at least 2 exits.
- Parent/carers have returned a health questionnaire and matters arising from these are accounted for.
- Rules drawn up for the young people to follow (e.g. not leaving the building/area without permission).
- Making sure suitable clothing/equipment is available for activities.
- Any outdoor activities should only be undertaken by a qualified leader.
- The aims of the trip should be outlined and given to the deacons for approval before the trip is advertised.

Welcoming children into an all-age church community:

- Safety of children and young people remain the primary responsibility of parents but all church users have a duty of care to all users before and after the church services and at social events. If necessary, parents/carers can be asked to deal with behaviour that could lead to harm. If children arrive unaccompanied then the duty deacon can be called if there is behaviour that could lead to harm.
- Care needs to be taken with hot drinks.
- When there is an open baptistry, there needs to be an adult watching it at all times, even when it is empty to prevent accidents.
- If there is a known offender in church, it is important that all the conditions of the offender's contract are fully enforced and adhered to.

Multi-generation dramatic or musical production:

- Named people will be responsible for the care and welfare of children and young people during the rehearsals and productions. They must be appointed through the church's appointment procedure. (Or already appointed.)
- At least 2 of these people will be present at every rehearsal/performance and ensure the children/young people involved come to no harm.

Photography

- Signed consent should be obtained from parent/carers for photographs taken at church activities. These consent forms should say where the photos may be published. (This can be done through Sunday school or youth club or Girl's Brigade. For any children/young people not covered by one of these groups, permission must be sought from the individual parent/carers.)
- Consent of the child/young person must also be sought.

- When photos are displayed/published, children and young people should not be identified nor should they be able to be identified, unless specific parental consent has been given.
- Photographic material should be stored safely and in an agreed place.
- Leaders should not store photos of children and young people on mobile phones.

Other user groups:

- All user groups involving children and young people need to have a safeguarding policy. This should be included in the rental agreement. It is the person responsible for building hire to check this.
- If good safeguarding practices are not being followed, there needs to be a meeting with the designated person, a member of the deacons/minister and the leader of the group to discuss a way forward, offer training and support. If appropriate it may be necessary to terminate the hire contract.
- One-off hirers do not need to have a safeguarding policy, but would be expected to show due care and attention. This should be written into the rental agreement.

Vulnerable adults

A vulnerable adult may be

- Elderly and frail
- Mental disorder including dementia or a personality disorder
- Physical or sensory disability
- Severe physical illness
- Substance misuser –drugs or alcohol
- Unpaid carer
- Homeless
- A significant reduction in physical or mental or emotional capacity
- Or has become unable, for whatever reason, to protect him/herself from significant harm or exploitation

If concerned contact safeguarding co-ordinator who should contact Adult Social Services or phone CCPAS for advice.

Consent and capacity

For a vulnerable adult to give consent they should be able to understand and retain relevant information that is being given to them, believe it to be true and weighing it in balance, be able to make a choice.

All actions should be based on the presumption of mental capacity and on the consequent right of an adult to make their own choices in relation to their own personal safety.

Refer all matters to Social Services who will be able to determine a person's mental health state and capacity. The church cannot determine this.

All advice, eg financial, given to a vulnerable adult needs to be recorded.

E. A Safe Community

Prevention of bullying:

- Bullies can be adults or children/young people. Bullying is an action that causes intentional hurt (physical, emotional or spiritual.)
- The children and young people should be involved in developing a policy that makes it clear that bullying is unacceptable. This could take place in Sunday school, youth club or Girls' Brigade.
- Children and young people should know how they can report bullying.
- All allegations of bullying will be taken seriously.
- Details need to be checked before action is taken.
- Bullying behaviour will be investigated by the group leader and stopped as soon as possible.
- The parent/carers of the bully and of the bullied will be informed.
- An attempt will be made to help bullies change their behaviour.
- All allegations of bullying will be recorded together with actions that are taken. This should be kept by the group leader, but any concerns must be discussed with the designated person.

When a known offender is present:

It is necessary to establish good practise before a known offender attends, eg, ensuring only those who are authorised to visit rooms where children work is happening are allowed into the room.

- If the offender is on the sex offenders register they will be monitored under guidelines known as the multi-agency public protection arrangements (MAPPA). There must be a written contract if the offender wants to attend a church service or other activities.
- Within this contract there should be a discussion about who knows about the detail of the offence and the details of the contract. There should be balance between the rights of the offender to re-build their lives without everyone knowing the details of their past offence, and the need to protect children and young people.
- The safeguarding deacon and the minister should always be informed. (Possibly all deacons.)
- The safeguarding deacon or person should make contact with the offender's specialist probation officer who will inform the church of any relevant information or restrictions. The deacon or designated person should consult with the regional minister.
- An open discussion will take place with the offender and will identify the meetings the offender may attend; will specify they must sit apart from children/young people; may ask they are always accompanied by a befriender whilst on church premises; will require the offender not to attend small group meetings when children/young people are present; will require that the person declines hospitality where there are children/young people; will state the offender will never be alone with children/young people; will require the offender to stay away from areas where children/young people meet.
- The contract should be monitored and enforced. If broken these sanctions should be considered: they may only attend an evening service if no young people are present; more people may be told of the offender's history; ultimately it may be necessary to ban the offender from the church. If there is concern that the offender may join another local church, other local church leaders should not be forewarned by giving details of the person concerned. Rather it should be asked that other local church leaders inform the designated person if any new person joins their church. If the person joins another fellowship it would be appropriate to indicate concerns to this specific church leader. If the person is on the Sexual Offenders Register the

Safeguarding deacon/person should make the Specialist Probation Officer (SPO) aware they have been banned from the church and the reason for this.

- All workers will need to know boundaries set, but NOT the reason why. If good practise has been established, then no one would be allowed to cross these boundaries.

Document written & approved October 2011

Revised December 2014.

Appendix A

Useful telephone numbers

- Police emergency 999
- Police general reporting 101
- LADO for Bristol is Sandy Marwick Tel: 0117 903 7795 Mob: 07795 091020
- Children's Social Service Emergency Duty Team number 01454 615165.
- Police Child Protection Unit 0800 694 9999
- CCPAS 0845 120 45 50
- Adult Social Services 0117 922 2700

Current Safe-guarding co-ordinators

- Elaine Temlett 0117 983 1770
- Elaine Spencer 0117 985 0521 (until December 2014)
- Sally Buckland 0117 373 7564 (from January 2015)

Appendix B

Flowchart of action to take if abuse disclosed/suspected

